



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

***Internal Quality Assurance Cell
(IQAC)***

**Annual Quality Assurance Report (AQAR)
(2013-2014)**

Vision

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

Mission

Education for a living and for making a better living

Quality Policy

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

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2013-2014

1. Details of the Institution

1.1 Name of the Institution

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

1.2 Address Line 1

Smt. Parmeshwari Devi Gordhandas Garodia Educational
Complex 338, R.A. Kidwai Road

Address Line 2

Matunga (E)

City/Town

Mumbai

State

Maharashtra

Pin Code

400019

Institution e-mail address

mmpshah@rediffmail.com

Contact Nos.

022-24095869

Name of the Head of the Institution:

Dr. Suman Jain

Tel. No. with STD Code:

022-24095869

Mobile:

9869074588

Name of the IQAC Co-ordinator:

Mrs. Madhavi Sathe

Mobile:

09892544080

IQAC e-mail address:

iqacmmp@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN 10626

OR

1.4 NAAC Executive Committee No. & Date:

EC/65/RAR/22 Dated 25-10-2013

1.5 Website address:

www.mmpshahcollege.com

Web-link of the AQAR:

<http://mmpshahcollege.com/AQAR.html>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2004	5 Yrs
2	2 nd Cycle	A	3.61	2013	5 Yrs

(Annexure No II (a,b))

1.7 Date of Establishment of IQAC:

1st August. 2004

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

- i. AQAR: 30th August, 2005
- ii. AQAR: 11th July, 2006
- iii. AQAR: 11th July, 2007
- iv. AQAR: 4th December, 2008
- v. AQAR: 4th September, 2009
- vi. AQAR: 4th December, 2008
- vii. AQAR: 13th January, 2011
- viii. AQAR: 26th January, 2012
- ix. AQAR: 15th September, 2012
- x. AQAR 26th April, 2014

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution: Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Mass Media

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

**SNDT Women's University,
Mumbai**

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

Autonomy by State/Central Govt. / University

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	<input type="text" value="08"/>								
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>								
2.3 No. of students	<input type="text" value="02"/>								
2.4 No. of Management representatives	<input type="text" value="01"/>								
2.5 No. of Alumni	<input type="text" value="-----"/>								
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>								
2.7 No. of Employers/ Industrialists	<input type="text" value="-----"/>								
2.8 No. of other External Experts	<input type="text" value="02"/>								
2.9 Total No. of members	<input type="text" value="17"/>								
2.10 No. of IQAC meetings held	<input type="text" value="08"/>								
2.11 No. of meetings with various stakeholders: Faculty	<input type="text" value="04"/>	Students	<input type="text" value="02"/>						
Non-Teaching Staff	<input type="text" value="01"/>	Alumni	<input type="text" value="02"/>	Others	<input type="text" value="02"/>				
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>					
If yes, mention the amount	<input type="text" value="Rs. 300,000/-"/>								
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC									
Total Nos.	<input type="text" value="---"/>	International	<input type="text" value="---"/>	National	<input type="text" value="---"/>	State	<input type="text" value="---"/>	Institution Level	<input type="text" value="---"/>
(ii) Themes	<input type="text" value="-----"/>								

2.14 Significant Activities and contributions made by IQAC

<ol style="list-style-type: none"> 1. Designing Academic Plan Book & College Diary (Annexure No. III a-g and Annexure No. IV a,b) 2. Free Medical Check-up Camp for all degree college students 3. Collaboration with “Young Concepts” an NGO 4. Organising Mock NAAC Visit 5. Establishing Key Result Areas to facilitate quality related actions 6. Sponsorship of fees for two meritorious, needy students 7. Students’ Feedback for teachers collected with the help of a Teacher Assessment Questionnaire 8. Facilitating the NAAC Peer Team Visit
--

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
<ol style="list-style-type: none"> 1. Designing Academic Plan Book for facilitating record of teaching learning process (Annexure No. III a-g) 	<p>The Plan Book was released on 15-8-2013. At the end of every month the plan book is submitted by all teachers to their respective HoDs who check and sign the book which is then checked by the Faculty Incharge and finally by the Principal. The Plan book reveals the record of lectures, teaching methods, other duties carried out by the teacher, meetings attended, results of students, leave record of faculty and attendance and paper presentations at various conferences, seminars and workshops</p>
<ol style="list-style-type: none"> 2. Designing College Diary to be used by students (Annexure No. IV a,b) 	<p>The College Dairy was released on 5-9-2013. It gives information about the University, College along with the National Anthem and University Song. It has</p>

	photographs of women achievers with their information. It has Sanskrit Shlokas with translation in English, Hindi and Gujarati. It also has a quotation by famous personalities on every page.
3. Collaboration with “Young Concepts” an NGO	Young Concepts is an NGO. The College has been collaborating with the NGO for the last 2 years. Through the NGO, we have arranged workshops on Reproductive health for our students and staff. This year on 23-9-2013, we arranged a Medical Check-up camp for all Degree College students.
4. Organising Mock NAAC Visit	Dr. Venkatiramani, Former Registrar, Mumbai University and Dr. Krushna Gandhi, Former Principal of our College were invited to conduct a Mock NAAC on 8-8-2013. Their valuable suggestions and observations helped us to be better prepared for the NAAC Peer Team visit on 19 to 21 August 2013.
5. Establishing Key Result Areas to facilitate quality related actions	KRA Teams were formed to focus and work on each recommendation given by the earlier NAAC Peer Team. This work was documented and presented before the IQAC. After the recent NAAC Peer Team visit, and with a set of new recommendations given by the team, new KRAs have been formed to again focus on areas that need improvement.

6. Sponsorship of fees for two meritorious, needy students	Mr. Uday Gaitonde one of our external experts on the IQAC is sponsoring the entire education of two of our first year students who are meritorious and needy. He will sponsor their entire fees from their first year of college upto their third year.
7. Students' Feedback for teachers collected with the help of a Teacher Assessment Questionnaire (Annexure No.V)	Teacher Assessment questionnaire was used to collect feedback for teachers from students. The entire process ensures confidentiality. The analysed results are shared with individual teachers by the Principal.

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

The Management approved the AQAR for the year 2013-14. *P. G. Chaudhary*



HON. SECRETARY
SEVA MANDAL EDUCATION SOCIETY

Special Note: This AQAR is printed on Recycled paper received from Stree Mukti Sanghatan in exchange of waste paper given from College.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	03	-	03	-
UG	04	-	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	01	01
Others	07	-	07	07
Total	15	-	13	08

Interdisciplinary	01			
Innovative	02			

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*

(On all aspects)

Alumni Parents Employers Students

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

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

The BMM syllabus is in the process of being revised for all the three years.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	26 + 1 Principal	18	09	-	-

2.2 No. of permanent faculty with Ph.D.

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
	02	01	-	-	-	-	-	-	02	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	13	11
Presented	10	16	04
Resource Persons	01	04	04

(Annexure No.VI)

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

2.7 Total No. of actual teaching days 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)

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

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

16	05	08
----	----	----

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage: **2013-14**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	168	1.2%	27.3%	48.8%	13.1%	90.5%
BCom	225	-	1.6%	3.07%	90.66%	95.33%
BMS	55	9.09%	76.36%	14.54%	-	100%
BMM	43	48.8%	41.86%	9.30%	-	100%
MA (Counselling Psychology)	23	4.34%	56.525	30.43%	8.69%	95.65%
MA (Hindi)	16	-	25%	75%	-	100%
MCom (Marketing Management)	39	23.07%	35.89%	15.38%	-	74%

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

1. Academic Calendar, Annual Academic Plan Book
2. Schedules for Internal Assessment (**Annexure No. IX**)
3. Teacher Assessment Questionnaire (**Annexure No. X a,b**)

2.13 Initiatives undertaken towards faculty development

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

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	43	05	00	02
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

The Research Cell collected and compiled the paper presentations and publications of students and teachers as documentary evidence for the NAAC Peer Team visit. The IQAC facilitated this process.

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	04	01	--	--
Outlay in Rs. Lakhs	2,63,000	50,000	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	01	--
Non-Peer Review Journals	--	02	--
e-Journals	01	--	--
Conference proceedings	01	01	01

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	05	UGC	3,13,000	3,03,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	01	-	-	-
Any other(Specify)	-	-	-	-
Total	06	UGC	3,13,000	3,03,000

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: NA

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

2,000/-
Revenue from Counselling Cell

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		Maharashtra Rajya Hindi Sahitya Akademi			

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: **02**

3.15 Total budget for research for current year in lakhs:

From Funding agency Management of University/College

Total

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

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year: **NIL**

Total	International	National	State	University	Dist	College

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

02

02

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

15

State level

219

National level

20

International level

--

3.22 No. of students participated in NCC events:

University level

42

State level

10

National level

07

International level

--

3.23 No. of Awards won in NSS:

University level

--

State level

01

National level

01

International level

--

3.24 No. of Awards won in NCC:

University level

01

State level

01

National level

04

International level

--

3.25 No. of Extension activities organized

University forum

--

College forum

03

NCC

03

NSS

16

Any other

12

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

Blood Donation Camp: was organised by the College NSS Unit along with the Blood Bank of LTMG Hospital, Sion and Lions Club of Sion. A total of 46 bottles of blood were collected.

Pulse Polio Campaign: 95 NSS volunteers organised a rally for creating awareness about the Pulse Polio Campaign in the college neighbourhood. Later the volunteers also administered the Polio drops to children less than 6 years of age.

Rakhi Sale: NSS volunteers helped the handicapped children of the Kakoomal and Keslibai Vocational Rehabilitation Centre in setting up stalls and selling rakhis at the college. The total sales were Rs. 4824/-

Rally for Women's Safety: BMM students participated in a rally organised alongwith an NGO "RISE" to create awareness about women's safety.

Voter Education: MA Psychology students prepared posters, slogans and banners as part of "Systematic Voter Education and Electoral Participation Initiative"

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4650sq. Mts.	--	--	4650sq. Mts.
Class rooms	40	--	--	40
Laboratories	07	--	--	07
Seminar Halls	01	--	--	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	02	--	UGC XI Plan	02
Value of the equipment purchased during the year (Rs. in Lakhs)	411483	--	UGC X & XI Plan, Govt. Grant, Donation Fees	
Others: Sound Recording & Video Editing Studio	02			02
Library	01	--		01
College Hall	01			01

4.2 Computerization of administration and library

The Following Administrative processes are computerized.

Students: Admission, Student Enrolment, Examinations and Results

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

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

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23	5077	90	8436	113	13513
Reference Books	210	79746.25	181	148862.58	491	228608.78
e-Books	0	0	0	0	0	0
Journals	29	74437	31	88855	60	163292
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (General book & Reference sources)	42	10819.15	9	1515.25	51	12334.40

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Dept.	Others
Existing	154	104	Available on all 154 terminals	01 Centre with 08 Computers	04	17	06 + 3 laptops + 2 Mac Desktops (BMM studio)	14
Added	-	-	-	-	01	03	-	-
Total	154	104	154	01	05	20	11	14

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

- Students have to undertake 100 hours Computer Training
- BCom students have a UGC Vocational Course in Computer Applications
- BMM students learn skills of video editing and sound recording with the help of a trained technical instructor in the studios
- All students have access to the internet in the 4 computer labs, Library and Internet corner. One room was set up with 6 computers especially for use by SC/ST students.
- Students have access to the CD ROMS on various topics available in the library.
- Films based on the syllabus of different papers are screened for students followed by discussions
- Teachers regularly use the internet for preparing study material, PowerPoint presentations; create blogs and google groups to keep in touch with students and peers
- The College has 2 servers and 3 LAN networks
- Computer hardware and software is upgraded as and when required

4.6 Amount spent on maintenance in lakhs:

i) ICT	254830/-
ii) Campus Infrastructure and facilities	1405755/-
iii) Equipments	42668/-
iv) Others	40596/-
Total:	1743849/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

During orientation for First Year students are made aware of the support services available on campus.

IQAC has facilitated to create awareness about the various Freeship and Scholarships available to students.

5.2 Efforts made by the institution for tracking the progression

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

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

5.3 (a) Total Number of

UG	PG	Ph. D.	Others
1453	150	-	-

 students

(b) No. of students outside the state

--

(c) No. of international students

--

No	%

Men

No	%
	100

Women

Last Year(2012-13)						This Year(2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1272	188	17	230	03	1707	1239	190	33	141	00	1603

Demand ratio 1:1

Dropout %: 8%

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

- College Central Library has resources available in the library for preparation of competitive examinations
- Aspiring Minds Computer Adaptive Test (AMCAT) was conducted for Third year students.
- Quiz contests were arranged by Dept. of Economics for BCom students for competitive examinations.
- Questions on current affairs and General Knowledge were displayed and students submitted their answers.

No. of students beneficiaries

98

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The Counselling Cell “Samvedna” conducted Psychological Assessment and Counselling for students who sought help for problems ranging from health to careers and relationship issues. The Cell conducted the need based Life Skill program for all UG students. This program covered issues such as balancing work & studies; conflict management and interpersonal relations. Additional sessions on Goal Setting, Resume Making, Effective Study Habits, were also organized for specific groups of students.

No. of students benefitted

76

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	
10	90	34	36	

5.8 Details of gender sensitization programmes: (Annexure No. XII)

The College participated in the competition organised by the Joint Director of Higher Education under “**Jaagar Janivancha**” a gender sensitisation programme that the Directorate initiated. A series of activities and events were planned, executed and a compiled report was sent to the Directorate. The Departments of Marathi, Sociology, Foundation Courses and Management Studies along with the IQAC were involved in the programme. The activities undertaken were as follows:

- **Screening of films-** *Matrubhumi, Haribhari* and *Swami* followed by film reviews and discussions
- **Slogan writing Competition** – on the theme “Gender Equality”
- **Essay Writing Competition** on “Women in the Corporate Sector” and “Gender Equality”
- **Field Visit** to Chinchin village in Dahanu district to interact with the woman sarpanch and to study the condition of women in the unorganised sector in the village.
- **Street Play** on “Women’s Education” which was performed for all students in the college
- **Panel Discussion** on “Stree-Purush Samanta” with students as panellists.

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	45	78,200/-
Financial support from government	13	74,381/-
Financial support from other sources	61	86,610/-
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:

- **Cleanliness of washrooms and classrooms:** The grievance was reported to the Student's Council and the Cleanliness Committee. Corrective action was initiated.
- **Safety of students:** The College Management has increased Security Staff at the Gate of the College. Lady Security Staff was appointed from this year. The Local Police station has increased the Marshal Beat around the College after they received a request from the College Principal.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Empowerment of Women through Quality Education to make them Competent, Self-reliant, Responsible Home-makers, Professionals & Citizens

Mission: Education for a Living and for Making a Better Living

6.2 Does the Institution have a Management Information System:

- The College sends data to the HRD Ministry, Government of India with the help of AISHE Database.
- The College also fills in information in the MIS provided by the Joint Director of Education, Government of Maharashtra.

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

6.3.1 Curriculum Development

- As the College is affiliated to SNDT Women's University, the curriculum recommended by the university is followed. Departments add to the curriculum in form of certificate courses offered to students, for example, the Psychology department has an Honours programme and a certificate course in Basic Skills in Counselling and Psychological Assessment for the MA students. The BMM department offers a certificate course in Sound recording and Editing for all students on the campus; or remedial coaching is arranged for weaker students in English;
- This year, the faculty from the Departments of Accountancy, English, Sociology, Foods & Nutrition and Economics have organised and attended workshops on Content Analysis and preparation of Question Bank for various papers that are taught.
- Feedback received through these workshops is communicated to the respective Boards of study at the University.

6.3.2 Teaching and Learning

- The Academic Calendar is prepared for every semester and each faculty member is expected to plan their departmental activities after taking into consideration the 90 teaching days every semester.
- An Academic Plan Book designed by the IQAC records the teaching plans as well as day to day lectures and other academic activities conducted in class by every faculty member. The Academic Plan Book is submitted at the end of every month to the Head of the Department and the Faculty In-charge for monitoring purpose.
- To supplement classroom teaching, every faculty member has to use at least one innovative teaching method.
- Advanced and slow learners are identified. Advanced learners are given assignments with a higher degree of difficulty. Slow learners are encouraged through remedial lectures, peer teaching and mentoring to better their performance.

6.3.3 Examination and Evaluation

- The College has a semester system where 75% marks are allocated for the end of semester examination and 25% are for continuous internal assessment.
- Faculty members can plan innovative ways of evaluating students for their internal assessment.
- Only if a student qualifies in the internal assessment, can she appear for her semester examinations.
- College conducts the first year level semester exams and the University conducts the Second and third Year semester exams.
- The College follows university rules and procedures for conducting the first year exams.
- The students have the provision for re-verification and revaluation of their papers as well as getting a photocopy of their answer sheets. This is followed at the college level as well.

6.3.4 Research and Development

- To encourage and motivate Faculty to undertake Major, Minor Research projects by organising workshops and lectures by experts in the field. Mr. Arvind Dhond was invited to conduct a workshop for faculty members on “Towards Quality Research”.
- To encourage students to be oriented towards scientific thinking, and to be able to undertake research as part of their PG studies, the college organises Inter-Collegiate Paper Presentation competitions. Students are also motivated to participate in such competitions organised at other institutions. Students participate in workshops on Research methodology and paper presentation techniques.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Upgrading of library resources:

- The library committee meets atleast twice a year to review and revise library related policies.
- Teachers recommend books, journals and other references in the designed proforma.
- Book exhibitions are organised every year which facilitates purchase of books

Make Library resources accessible:

- The Library has its own website which is linked to the college website
- Book Bank facility is available to students
- Library orientation is arranged every year to orient first year UG and PG students on use of OPAC
- PG students have open access on fixed days
- Display of new arrivals in the library and on the notice board allotted to the library
- Display of reviews of books purchased by the library
- Library is a member of INFLIBNET N-List

Making ICT a part of Teaching Learning:

- Four Computer laboratories, Editing and sound recording studios, an auditorium and an AV Room is available to all departments. LCDs and Laptops are also made available as required.

Upgrading ICT facilities:

- Hardware and software are upgraded as per need. The Editing and Sound recording studios were upgraded from FCP version 6.0 to 7.0. The RAM was upgraded from 2GB to 8 GB

Audio- Visual Room was recently added to existing infrastructure. The room has a seating capacity of 45 and is well equipped for arranging workshops, film shows and paper presentations.

6.3.6 Human Resource Management

To maximise inherent potential:

- Encouraging students and faculty and non-teaching staff to participate in intercollegiate, intra-departmental competitions and events
- Students are provided with Scholarships, freeships and sponsorships to support them to complete their graduation and post-graduation
- ICT training and resources are available to students as well as staff
- A Counselling Cell is available for students and staff as well on all working days
- Workshops for non-teaching staff on topics such as Time management, Filing procedures, Holistic Health are arranged

To recognise the achievements:

- Faculty members are felicitated on Teacher's Day for their special achievements.
- Faculty members can avail of the seed money and loan facility for publication as well as travel grant for paper presentations provided by the management.
- Non-teaching staff members are felicitated on College Foundation day and Annual day
- Meritorious students and achievers in different co-curricular and extra-curricular activities are awarded on Republic Day.

6.3.7 Faculty and Staff recruitment

To recruit staff according to the recommendations of the UGC and state government:

- CAS based appointments & promotions are made and norms of the UGC and State Government are strictly followed for appointment of Teaching and non-teaching staff.

To facilitate promotion of staff:

- Depending on the requirements, Faculty members are deputed for participating in orientation and Refresher courses and other Staff training courses.

6.3.8 Industry Interaction / Collaboration

To engage the help of industry and NGOs for the benefit of the College:

- Help is sought from the corporates and NGOs for internships and placement of our students. BMS, BMM, MCom and MA (Counselling Psychology and Hindi) students have to complete a month long internship. Students have interned at corporates like HDFC Life Insurance, IMRB International, Mazagaon Docks Ltd, Media firms such as News 24, Guju Ads, and JWT Advertising. The Psychology Department has collaboration with Aishabai and Haji Abdul Latif Charitable Trust for the placement of their MA students.
- For sponsorships of various events and programmes of the college: BMS collected sponsorship of Rs. 1 lakh from various corporate houses for their Intercollegiate festival
- For revenue generation for college: classrooms are hired to the ITM for conducting their classes; for conducting examinations for various organisations such as Banks, Railways, CA Institute
- The Hall and Auditorium are hire out for seminars and workshops of organisations like the Lion's Club
- The Lion's Club is involved in NSS activities such as Blood Donation Camps, Awareness programmes on Rubella, Thalassaemia, Eye check-up camps.

6.3.9 Admission of Students

- Admission Committee for the Academic year was formed which adhered to the Admission policy which states that admission will be granted to all students irrespective of their caste, religion, socio-economic status and grades at the last qualifying examination, to follow rules set by the University especially for students from the reserved categories, and for students from the socially disadvantaged sections
- Personal Counselling and guidance to students and their parents on the courses that college offers and the most suitable course for a student
- All admissions are on-line. The student fills in the admission form on the University website and states her preference of college and subjects.
- Facilitating the entire process of filling forms, checking forms and payment of fees

6.4 Welfare schemes for

Teaching	Loans for travel abroad for paper presentation Loan for Publishing books
Non-teaching	Loans for medical aid; education of children, appointment of next of kin on compassionate grounds
Students	Freeships, Scholarship to needy students Insurance and Medical aid Notebook distribution Concession in fees, Payment of Fees in instalments Prizes for meritorious students Free Counselling Services

6.5 Total corpus fund generated

53.25 Lakhs*

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

6.6 Whether annual financial audit has been done

Yes No

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

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

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

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

NA

6.11 Activities and support from the Alumni Association

- The Alumni Association gave wholehearted support during the recent NAAC Peer Team visit to the college. The alumni help the college to prepare an Alumni Booklet that gives information of around 100 alumni achievers.
- Ms. Anjali Kamble, well known singer and our Alumna was invited as a judge during the College Annual Day function
- Toppers in various subjects under the Commerce faculty were invited to motivate and guide the Third year BCom Students
- Our Alumna Ms. Zalak Shah was appointed as the College Counsellor
- Ms. Vaishnavi Verma, Alumna was appointed as Assistant Professor in the Department of Psychology.

6.12 Activities and support from the Parent – Teacher Association

- The Parent –Teacher Association supported the College during the NAAC Peer Team visit.
- Parents are invited regularly to meet the faculty members to know the progress of their wards.
- Counselling Cell extends support to parents

6.13 Development programmes for support staff

- Ms. Ankita Desai, Office Superintendent was selected as the Best Employee of the year and was felicitated during College Annual Day.
- On Foundation Day, Non-teaching staff is felicitated for 10 years and 20 years of service to the institution.
- The management gives financial support for education as well as medical emergencies to the non-teaching staff,
- Mr. Akbar, Grade D employee has completed his graduation and is now encouraged to complete his Post-graduation
- Non-Teaching Staff is encouraged to participate in Inter collegiate competitions. Mr Suresh Yadav, Library Attendant won consolation Prize for singing. Mr. Vilas Dholam, Library Attendant won Man of the Match for Volleyball and Ms. Shubhada Kadam, Senior clerk, won the First Prize in Carrom.

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

- College maintains a plant nursery.
- Students and Faculty participate in Tree Plantation Drives around the College area.
- Notifications in all class rooms and college campus indicating the need for switching off lights and fans and other electrical equipment when not in use
- Fixing CFL and LED lamps in the Hall, auditorium and Computer Labs
- Students participated in Shri Ganpati Eco-friendly Decoration Exhibition

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.

- **Academic Plan Book:** was designed by the IQAC to record the teaching-learning process on a daily basis by each staff member. It has helped teachers to structure and record their academic sessions, innovative teaching methods used, remedial coaching conducted, extra lectures conducted, and workshops/seminars/conferences/ attended and organised, paper presentations and other activities carried out by the faculty member. The Plan Book has also helped record the enrolment and results of students, meetings attended and leave taken by the faculty member. (**Annexure No. III a-g**)
- **KRA: Key Result Areas** based on the NAAC Peer Team recommendations post reaccreditation 2nd cycle were identified with the help of the QAC members. KRA teams were formed. The KRA teams were asked to plan for the next five years to see that the recommendations given are fulfilled in order to prepare for the 3rd cycle of reaccreditation.

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

- **Planned and executed a Mock NAAC Visit:**
The IQAC along with the NAAC Steering Committee organised a Mock NAAC visit on 8 August 2013. Dr. Krushna Gandhi, Former Principal of the College and Dr. Venkatiramani, Registrar, Bharati Vidyapeeth, were invited as experts. They interacted with all stakeholders and gave their feedback and suggestions. These suggestions were useful in preparing us better for the scheduled NAAC peer Team visit.
- **Prepared and executed NAAC Visit:**
The IQAC and the NAAC Steering Committee prepared for the NAAC Peer Team Visit scheduled on the 19, 20 and 21 August 2013. The Peer Team included Dr. Kanta Ahuja, Former Vice-Chancellor, Rajasthan University, as the Chairperson, Dr. K.K. Kaushik, Former Professor of Economics, ICDEOL, University of HP as Member, Co-ordinator and Dr. K.Umadevi, Former Principal, NMKRV College for Women, Karnataka as Member.
- **Designed and implemented the Academic Plan Book**
- **Organised a Medical Check-up Camp** for all degree college students along with Young Concepts, an NGO on 23-9-2013.
- **KRA Progress:** Work on development of new KRAs began with a meeting on 5-12-2013. Mr. Gaitonde redesigned the KRAs keeping in mind the recommendations given by the NAAC Peer Team and including inputs from Prof. Sunil Mantri and IQAC members. New KRA teams have been formed to ensure that NAAC recommendations are implemented before the next cycle of accreditation.

7.3 Give two Best Practices of the institution

Earn While You Learn
Aptitude Test Paper Series
(Annexure No. XIII)

7.4 Contribution to environmental awareness / protection

- Nature Club activities are focused on creating environmental awareness amongst students. Students were trained to prepare garlands out of paper as part of the Eco-friendly Ganesh decorations.
- Students visited the Jijamata Udyaan, the zoo to see the rare trees and animals in the zoo.
- The NSS volunteers and NCC cadets organised a Tree Plantation drive like every year. They planted around 100 saplings around the college campus.
- Activities such as lectures on environmental issues for example “Growth and Problems of Population” followed by poster and slogan competitions; door to door awareness campaign on cleanliness and sanitation in Sardar Nagar, the college adopted area and distribution of paper bags made by students in the community were carried out throughout the year.

7.5 Whether environmental audit was conducted? Yes No

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

The College volunteered for the **2nd cycle of NAAC accreditation**. The NAAC Peer Team visited the college on 19, 20, 21 August 2013. The College received an A Grade with 3.61/4. (**Annexure No.XIV a-c**)

- A **Mock NAAC visit** was organised on 8 August 2014.
- Students have outshone at the **University examinations as Toppers**: Ms. Jade Carvalho secured the First Rank at the University in MA (Counselling Psychology); Ms. Marisha D’Cunha secured First Rank for MCom at the University; Ms. Priyanka Mishra stood First and Ms. Tayabba Shojai stood Second at the University for BMS and Ms. Sonal Bagade secured highest marks in her discipline Marathi at the University.
- Ms. Harshada Patil, Ms. Anuja Chavan and Ms. Shweta Bhalerao won **Gold Medals** in the 11th National Choi Kwang Do Championships held at Chandigarh
- **Mental Health Week** was observed from 4th October to 10th October 2013 by the Psychology Department based on the theme “Mental Health and older Adults” The week long programme included intercollegiate poster, slogan and essay writing competitions; films screening of Driving Ms. Daisy”; skit on Geriatric Mental Health was performed at the Matunga Police Colony adopted by the Department and finally an Awareness rally was organised around Matunga Maheshwari Udyaan area. Students accompanied by their faculty members carried informative placards about mental health of the elderly.

- The BMS department launched their newsletter “**Meteor**” on 26th January 2014. This is a student initiative which acts as a platform for students to exchange ideas and share their views.
- The students of Management studies participated and won the **First prize** for their presentation on “Traffic- A Concern for Aged, Pedestrian and the differently –abled” at a competition organised by the Bombay Management Association (BMA). The presentation was based on a survey carried out by the students on the aged, pedestrians and the differently abled students of the Stephen’s High School for the Deaf and Mute. The data was statistically analysed and possible solutions were also suggested to overcome the problems observed.
- The BMM celebrated their Intercollegiate Festival “**Razzmatazz**”.

8. Plans of institution for next year

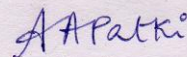
- To regularise Key Result Areas
- To strengthen the Research Cell
- To establish atleast one linkage each for Academics, Research and Extension activities
- To set up at least one smart classroom
- To initiate the process of establishing Standard Operating Procedures for all academic and administrative activities
- To promote a Green Campus initiative by collaborating with NGOs for waste management and conducting a Green Audit

Name: Mrs. Madhavi Sathe

Name: Mrs. Archana Patki



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC
OFFICIATING PRINCIPAL
Smt. M. M. P. SHAH WOMEN'S
COLLEGE OF ARTS & COMMERCE



ANNEXURE I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
SNDTWU	-	Shreemati Nathibai Damodar Thackersey Women's University
TAQ	-	Teacher Assessment Questionnaire
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure II





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Quality Profile

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

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

$$\text{Institutional CCPA} = \frac{\sum_{i=1}^7 (Cr WGP)_i}{\sum_{i=1}^7 W_i} = \frac{3610}{1000} = \boxed{3.61}$$

Grade = **A**



Descriptor = **VERY GOOD**

Date : October 25, 2013

Anuraj Singh
Director

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

FC/66/RAR/22

SEVA MANDAL EDUCATION SOCIETY'S

**Smt. Maniben M.P. Shah Women's College of
Arts & Commerce**

**Smt. Kamalaben Gambhirchand Shah Departments
of Management Studies and Mass Media**

(Affiliated to S.N.D.T. Women's University)

ANNUAL ACADEMIC PLAN BOOK

2014-15



From Darkness lead us unto Light

Email: mmpshah@rediffmail.com

website: www.mmpshahcollege.com

SMT. PARMESHWARIDEVI GORDHANDAS GARODIA EDUCATIONAL COMPLEX

338, R.A. KIDWAI ROAD, MATUNGA, MUMBAI-400019.

Ph.: 2409 5869 • Fax: 24013964

Annexure III (b)

Daily Lecture :

Date :

Class	Paper	Topic	Teching Method	Teacher's Remarks

Other Activities :

Daily Lecture :

Date :

Class	Paper	Topic	Teching Method	Teacher's Remarks

Other Activities :

Annexure III (c)

Department wise Enrolment & Result of the Students in the Year

Class Semester	No. of Students Enrolled	Result		Result Analysis				Drop out
		Appeared	Pass%	Distn.	1st Class	2nd Class	Pass Class	

Annexure III (d)

LEAVE RECORD

Date/Days		Casual Leave	Sick Leave	Duty Leave	Earned Leave	Compen- satory Off	Any Other Leave	Total
From	To							
19 th	June	1						
21 th	Aug.	1						

Annexure III (e)

LESSON PLAN

Class	Subject/ Paper	Topic	Lectures Allotted	Lectures Actually Taken	Remarks

Sign of HOD _____

Sign of Principal _____

Annexure III (f)

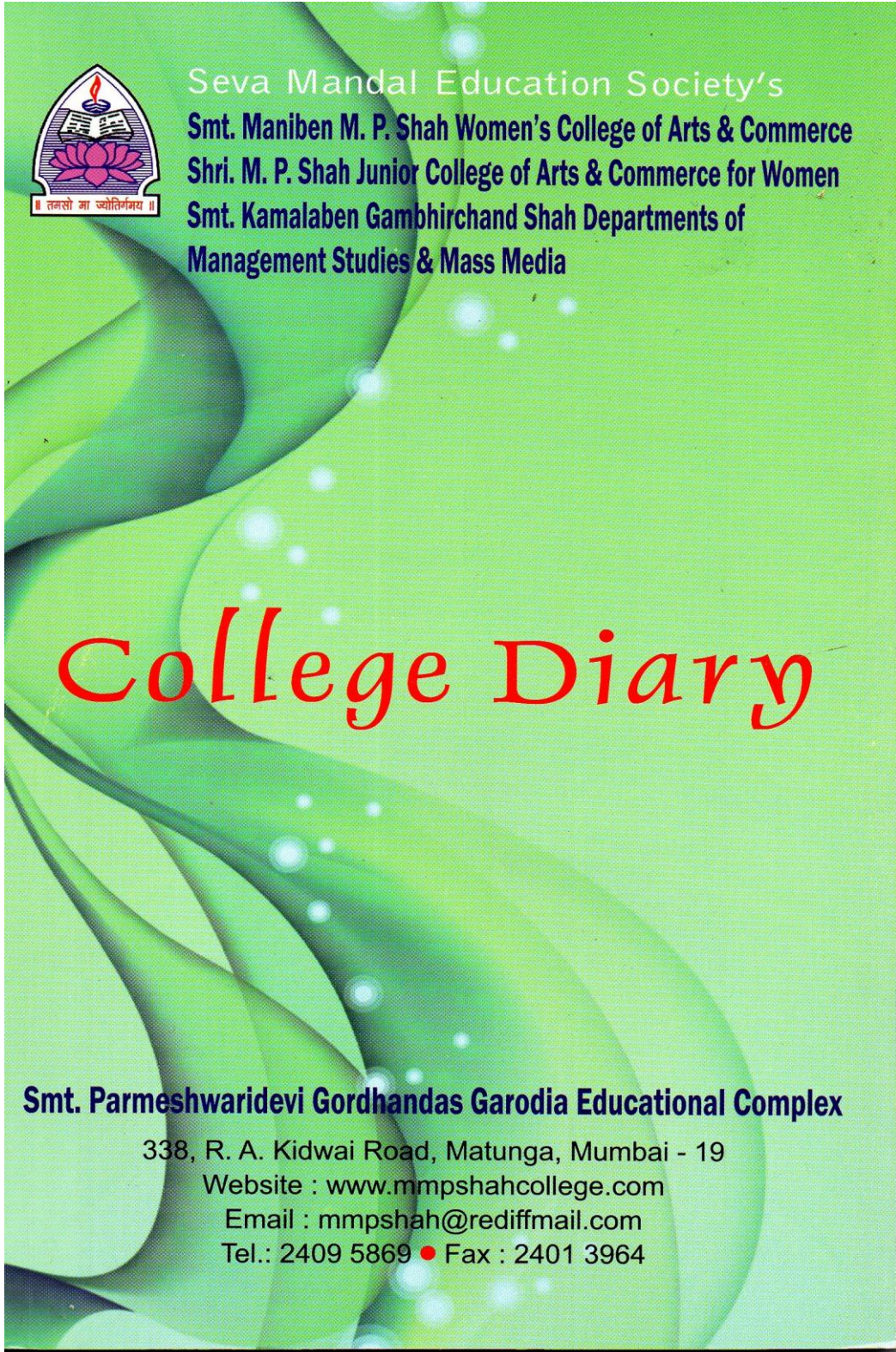
MEETINGS

Date	Time	Name of Meeting	Remark

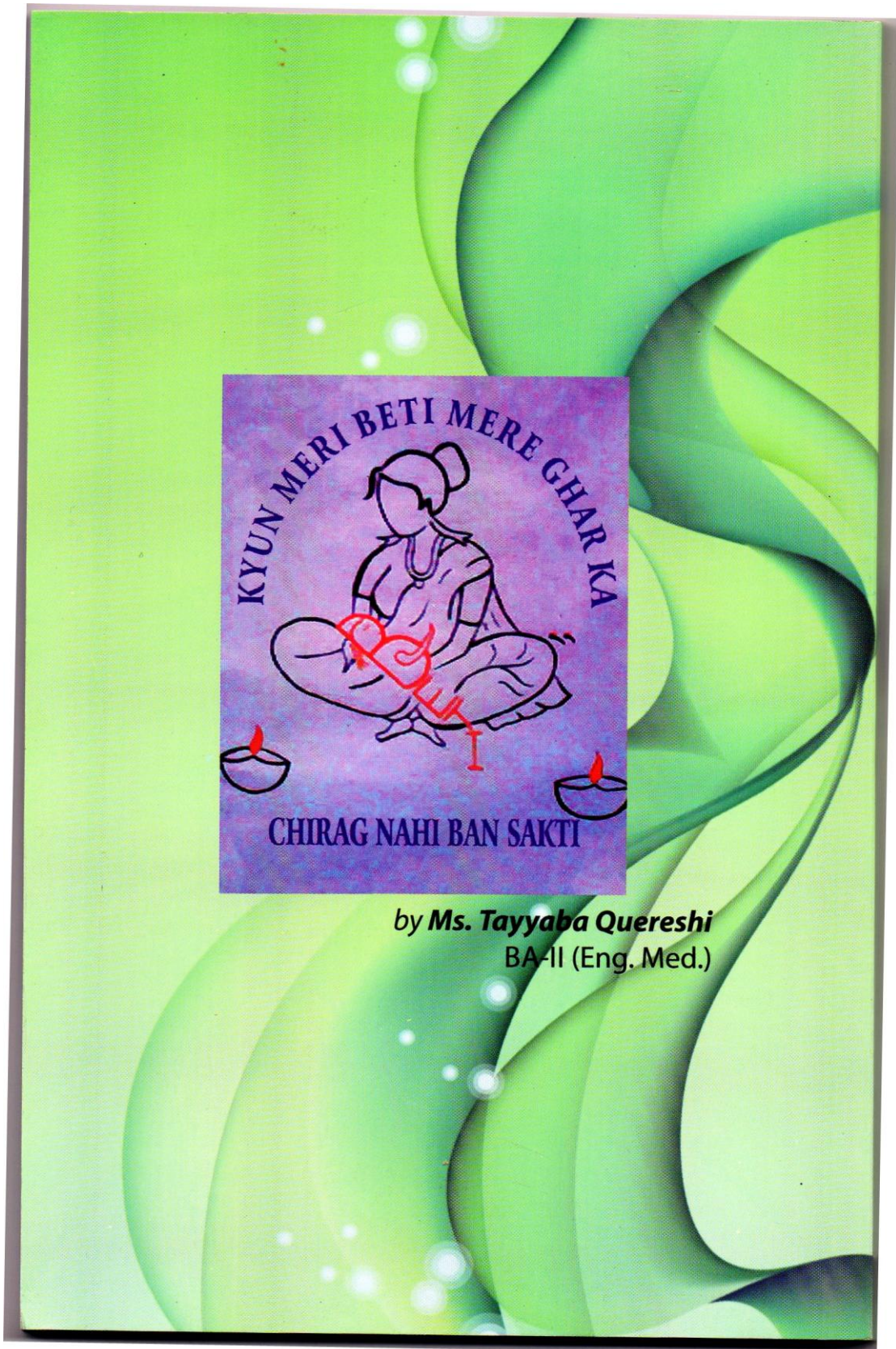
Annexure III (g)

Workshops/Seminars/Conferences/Symposia			
Date & Place	Title of the Programme	Attended Organised	Title of paper presented

Annexure IV (a)



Annexure IV (b)

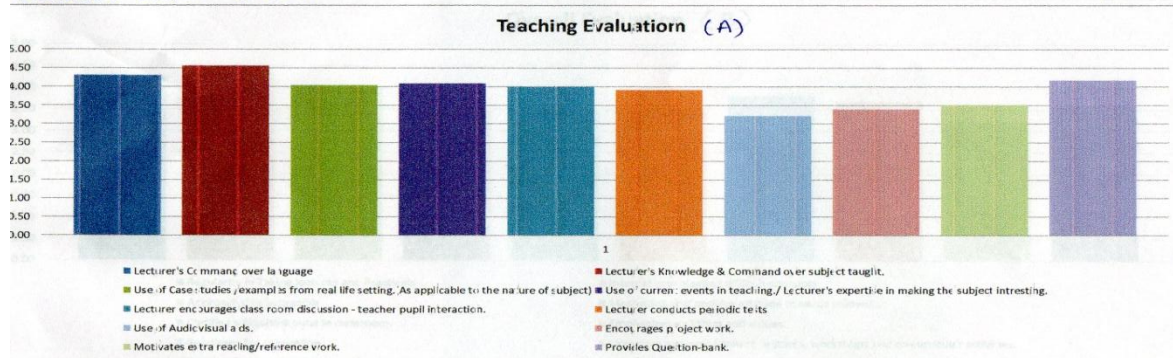


by **Ms. Tayyaba Quereshi**
BA-II (Eng. Med.)

ANNEXURE V

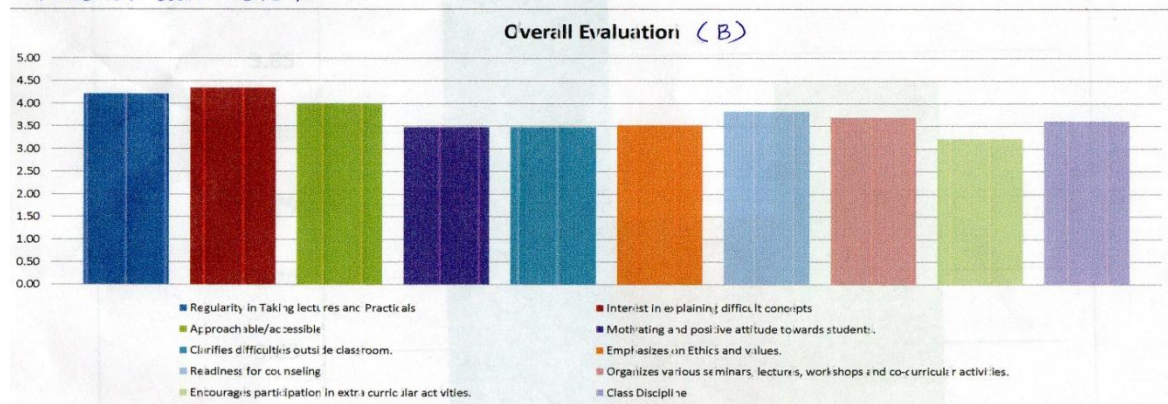
TEACHER EVALUATION SHEET

Teacher Code: B157



A.A. Patil
OFFICIATING PRINCIPAL
Smt. M. M. P. SHAH WOMEN'S
COLLEGE OF ARTS & COMMERCE

Teacher Code: B157

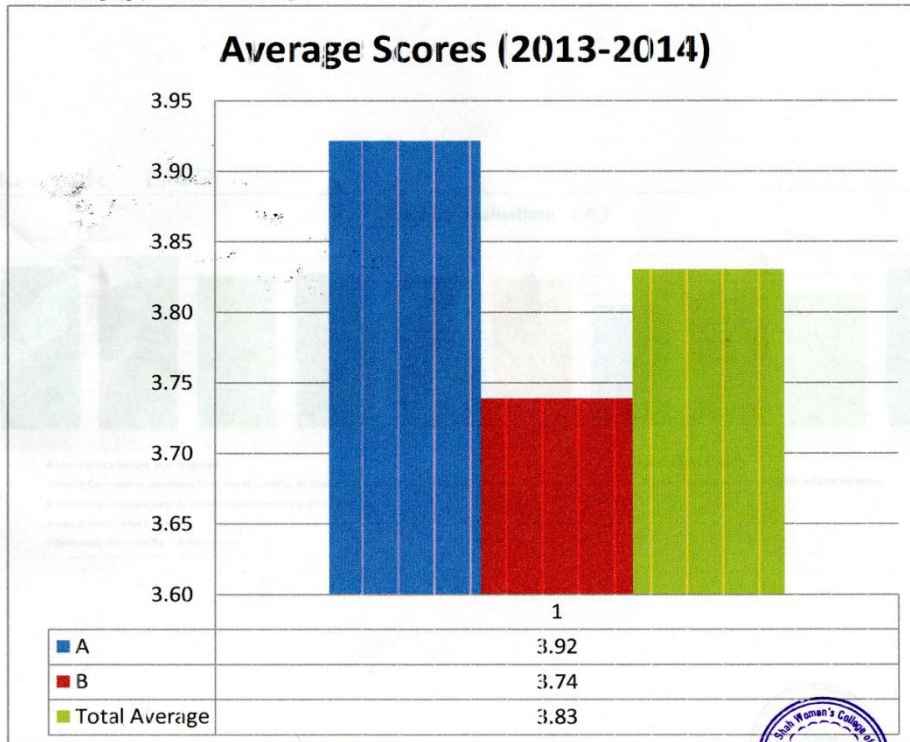


★ A	3.60
★ B	3.92
★ Total Average	3.74
	1.83



A.A. Patil
OFFICIATING PRINCIPAL
Smt. M. M. P. SHAH WOMEN'S
COLLEGE OF ARTS & COMMERCE

Teacher Code: B157



A.Palkar
OFFICIATING PRINCIPAL
Smt. M. M. P. SHAH WOMEN'S
COLLEGE OF ARTS & COMMERCE

Annexure VI Paper Presentations

S.No	Title	National/International	Name of the Staff	Date	Organized By
1.	Impact of Life Skills on Young Women- A Case Study of Smt. Maniben M.P.Shah Women's College of Arts & Commerce	International Conference	Co-Authored Dr. Suman Jain, Mrs. Archana Patki, and Ms. Reshma Murli	20/2/2014 – 22/2/2014	Loyola College, Thiruvananthapuram, Kerala
2.	Samaj Ke Badalte Mulya	National	Dr. Suman Jain	30/3/2014	66 th Convention of Hindi Sahitya Sammelan, 'Prayag' organized at University of Mumbai
3.	Inclusive Growth and Employee Engagement	National	Dr. Seema Gosher	26/11/2013	SNDT WU, Churchgate
4.	Micro Finance an Anti-Poverty tool to Empower Marginal Farmers	National	Ms. Renuka Prajapati	26/09/2013-27/09/2013	National Seminar at Nagpur
5.	Brain Drain Versus Brain Gain with Special Reference to India	National	Dr. Daksha Dave	04/01/2014	Sir M.V. Institute of Management Studies and Research in Collaboration with All India Social Research Association, Mumbai
6.	Women Empowerment through Micro Finance	International	Dr. Daksha Dave	25/01/2014	University of Mumbai and B.L.Amlani College

7.	Equity in Higher Education	National	Ms. Jyotsana Lal	14/12/2013-15/12/2013	KES, Kandivali
8.	Status of Women in Transitional Societies: Issues & Challenges	International	Ms. Jyotsana Lal	25/01/2014	University of Mumbai and B.L.Amlani College
9.	Effectiveness and Efficacy of the Continuous Evaluation process: A Case Study of Smt. Maniben M. P. Shah Women's College, Matunga	National	Ms. Madhavi Sathe and Ms. Gouri Mohan	08/02/2014	Shree Narayan Guru College, Chembur, Mumbai
10.	Honour Killings: An Indian Experience	International	Ms. Darshana Buch and Ms. Gouri Mohan	September 2013	East Carolina University, USA
11.	Rachanakar ki Samay ke Prati Pratibaddhata hi Sahitya ko Shashwat banati hai	National	Dr. Usha Mishra	28/03/2014-30/03/2014	Hindi Sahitya Sammelan 'Prayag'
12.	Vinod Das ki Kavitaon main Bazarwad'	National	Dr. Usha Mishra	12/02/2014	Khalsa College, Mumbai

13.	Sarvodayi Adarshon ka Pratibimbit Karta Upanyas: Dukhamochan	National	Dr. Usha Mishra	14/02/2014	Birla College, Kalyan
14.	Vocational Education & Skill Based Training-Indian Scenario	International	Dr. Shubhangi Kulkarni	25/01/2014	University of Mumbai and B.L.Amlani College
15.	Role of Marketing Mix in Fighting Competition and Building Customer Satisfaction: A Case Study of Maggi Noodles	National	Ms. Shital Pawar	05/12/2013-07/12/2013	Dept. of Commerce, Bangalore University, Bangalore
16.	The Varnashram Scheme in the Ancient Period” & Status of the Aged in the 21st Century	National	Ms. Rekha Shelar	20/09/2013	P.D. Karkhanis College of Arts & Commerce, Ambarnath
17.	The Importance of Value Education for Human Development	National	Ms. Shanti Sheshadari	27/12/2013	All India Sociological Conference , Mysore

Annexure VII (a)

GUEST LECTURES ORGANISED

Department	Date	Resource Person	Topic
Accountancy	4-7-2013	Alumni & Toppers: Rupa Solanki, Sangeeta Soni	Guidance and motivation for University Exam to TYBCOM Students
	30-7-013	Zalak Shah (Dept. of Psychology)	Office Etiquettes to TYBCOM Students
	19-7-2013	Reshma Murli (Dept. of Psychology)	Interview Skills and Resume Making to TYBCOM Students
	13-7-2013	Alumni & Topper: Afzalnissa Jagirdar	Guidance and Motivation on Preparing for TYBCOM Exams and Studies
	Jul-2013	Alumni: Almas Dandekar	Motivation to participate in Extracurricular Activities
Child Development	7-1-2014	Dr. Seema Gosher, Dept. of Accountancy	Banking & Loan Facilities'
	31-1- 2014	Ms. Jagruti Parekh, Faculty, Dr. BMN College of Home Science	How to Start & Manage a Centre for Children & Youth
Commerce		Ms Lachmi Bhatt, Administrative In-charge of Institute of Company Secretaries of India	Careers in Finance Process of joining CS course

Foundation Courses	17-9- 2013	Ms. Renuka Prajapati, Asso. Prof, Economics Dept.	Globalization and Indian Economy.
	20-1- 2014	Ms. Reshma Murali, Lecturer, Psychology Dept.	Stress Management and Role of Heredity and Environment in personality development.
	4,5-3- 2014	NSS Unit	Thalassemia, followed by checkup
	4,5-3-2014	Dr. B.M.N. College of Home science	‘Pre-Marital Counseling’
Hindi	2-3-2014	Dr. Suraj Palival, HoD, International Vishva Vidyalaya, Vardha	Samkaleen Katha Sahitya Main Jeevan
Management Studies		Mr. Kailas Kedia CA.LLB	Taxation
	8-1- 2014	Professor Nandini from Patulk Gala College	Financial Services – special reference to Mutual Funds, Credit Rating and Credit Cards”
	27-1- 2014	Ms. Manisha Ajara from Maniben Nanavati College, Vile Parle	Recruitment Process

	7-2- 2014	Ms. Suma Dalvi, Management Consultant from Right Destination	Career Solutions
	10-2- 2014	Prof. Prema Yadav from MVIMS (Vishwesvaria Institute of Management Studies)	Aptitude Test and tips on how to successfully clear the competitive exams.
Mass Media	4-10- 2013	Ms. Sabrina Issa , a media entrepreneur and founder of ‘ Be Bold Media’, an advertising agency based in Washington DC	The Power of Storytelling and Social Change
		Ms. Pinky Lala, Creative Head with Essel Group and alumni	Ethics of Advertising
	August 2013.	Ms. Snehal Subramanian, College Counsellor	Stress Management
	4-3- 2014	Mr. George Sebastian, General Manager at Matrubhumi	Career Guidance
Masters in Marketing Management	8-7- 2013	Ms.Shital Pawar, Lecturer	P.G. in Commerce- A Right Choice

	9-7- 2013	Mrs. Rajlakshmi Ganesh, Lecturer	Inculcating Reading Habits
	10-7- 2013	Mr. Vasant Pansare, Asst. Prof., Marathi Dept.	Taking up Teaching as a Career
	11-7- 2013	Ms. Ashwini Prabhu, Librarian	Use of INFLIBNET
	12-7- 2013	Department of Nursing	Importance of Hygiene
	13-7- 2013	Mrs. Jyotika Chitre, Dept. of Beauty Culture.	Importance of Grooming in Everyday Life
Psychology	05-07-2013	Dr. Avinash Desousa	Overview of Psychological Disorders
	13-07-2013	Devaunshi Sampat	Cognitive Behavioural Therapy
	22-07-2013	Dr. Dhaval Mody	WISC
	11-12-2013	Mrs. Alpa Alure	Bender Gestalt Test
	31-1-2014	Ms. Snehal Subramanian	Helpline Counselling
	8-03-2014	Mrs. Alpa Alure	Kamat Binet Intelligence Scale
	22-03-2014	Dr. Arvind Dhond	Conducting and Writing a Good Research Paper

	22-03-2014	Ms. Snehal Subramanian	Listening Skills & Time Management
	12-8- 2013	Ms. Pallavi Burkhay	Mood Disorders
Sociology	11-7- 2013	Shri. Kapurkar, Dept. of Geography	Population Explosion, Sex Ratio & Environmental Issues
	19-3- 2014	Dr. Daksha Dave, Dept. of Economics	Statistical Analysis: Mean Median & Mode
	20-3- 2014	Alumina Ms. Priyanka Shinde	M.A. in Informal Education Career Opportunities in NGOs

Annexure VII b

VISITS/ STUDY TOURS ORGANISED

Department	Date	Visit to
Home Economics- Child Development	11-9-2013	Manav Seva Sangh
	16-9-2013	Vikas Vidyalaya for Auditory Challenged Children
	17-9-2013	Shraddhanand Mahila Ashram
	20-9-2013	Meera Vidyalaya for Mentally Challenged Children
	25-9-2013	Kamala Mehta School for the Blind
	23-9- 2014	Unnati Toy and Book Library
	24-9- 2014	Pannalal Lohe Day Care Centre
Commerce	13-2- 2014	Bombay Stock Exchange BSE
Economics	13-2- 2014	Bombay Stock Exchange BSE
	13 -15 -12- 2013	Chinchwal Mahavi Nagar Ashram
Home Economics- Nutrition & Meal Mngt	6-3-2014	Roa Hotel, Ghatkopar
Foundation Courses	16-12-2013; Feb 2014	Meera Vidyalaya School for Differently abled children
	Feb 2014	Manav Seva Sangh 'Old Age Home
	Feb 2014	Nana Nani Park and Seva Sadan
Management Studies	20-11- 2013 to 23-11- 2013	United Beverages and Coke, Goa
Mass Media	9 to 13-3- 2014	All India Radio and Gomantak Times, Goa
Psychology	18-7-2013; 10-10- 2013	Vikas Vidyalaya for Auditory Challenged Children
Sociology	13 to 15-12- 2013	Chinchan, village in Dahanu District to visit the nearby tribal settlements and small-scale industries.

Annexure VII c

SEMINARS AND WORKSHOPS ORGANIZED

Date	Department	Title of the Seminar	Sponsor
September 2013	Commerce	Retail Banking	Student's Seminar
26-4-2014	Hindi	National level Seminar on "Lok-sahitya tatha Sahitya mein Lok-bhasha	Maharashtra Rajya Hindi Sahitya Akademi, Mumbai
Date	Department	Title of the Workshop	Resource Person
8-8-2013	Home Economics-Child Development	Music & Movements	Mrs. Sarita Kasaralkar, Asst. Prof, Dept. of Child Development
19 -9-2013		Puppet Making & Storytelling	Ms. Jagruti Parekh, Faculty, Dr. BMN College of Home Science
27-8- 2013	English	Content Analysis and Question Bank for English for BA and BCom syllabus of Semesters III & IV	Teachers from Colleges affiliated to SNDTWU participated
30-8-1013	Home Economics-Nutrition & Meal Management	Preparation of Question Bank for Sem. III and V	7 Teachers from Colleges affiliated to SNDTWU participated
26-8- 2013	Masters in Marketing Mngt	Content Analysis and Question Bank Writing for M.Com II Paper- Consumer Behaviour	Teachers from 9 colleges affiliated to SNTD WU participated
21-9- 2013		Career Opportunities in Banking and Insurance	Maj. Abhishek Singh from "Evolve Excel"
22-1-2014	Psychology	Introduction to Forensic Psychology	Ms Havovi Hyderabadwala
24-2- 2014		Listening Skills	Ms Ganga Nair, college

			intern
July 2013	Workshops organized by the Counselling Cell	Goal Setting and Motivation	College Counsellor and Interns
July 2013		Etiquettes at Workplace	
July, Aug 2013		Study skills and motivation	
January 2014		Telephonic Counselling	
March, 2014		Communication Skills	
27,28-8- 2013	Sociology	Two day "Content Analysis & Question Bank Workshop	Teachers from Colleges affiliated to SNDTWU participated

Annexure VII d

Other Innovative Teaching-Learning- Evaluation Methods Used

Teaching-Learning-Evaluation Method	Department
Skits and Role Play	English: Social Issues Psychology: Geriatric Mental Health Foundation Courses: Women Issues Nutr. & Meal Mngt: Importance of Breast Feeding
Film Screening & Discussions	Foundation Courses: <i>Matrubhumi, Haribhari, Swami, Pinjar, Water, Mirch Masala, Gulab Gang and Queen</i> Hindi: <i>Rajnigandha; Samaya ki Dhara; Swami; Mahabharat</i> BMM: <i>Barfi; Up; Anari; Awara</i> Psychology: <i>Make Me Normal; A Class Apart; The Experiment; Eat, Pray and Love; Driving Miss Daisy</i>
Power Point presentations	Psychology English Foundation Courses
Public Speaking	English
Lecture Demonstration	Nutrition & Meal Management
Internship and Summer Training, Field Work	MA Counselling Psychology BMM BMS Child Development MCom
Faculty and Student Exchange Program	Economics Psychology
On-hands Training	To learn the process of filing an RTI, TYBMM (Journalism) students filed RTI's at firms like MTNL and IIT Bombay to gain information about male-female ratio in their organizations as a project. The organizations replied with proper percentage bifurcations

Poster and Chart Display	Foundation Courses: Social Issues English: Anti-Smoking and Recipe Writing Economics: Sex ratio and Census data

Annexure VIII
List of Teaching Faculty on Academic Bodies
(2013-2014)

Board of Examination	Dr. Suman Jain
Board of Studies, Marathi	Dr. Alka Ghatage
Board of Studies, Sociology	Dr. Bhavana Dubey (Co-opted Member)
Board of Studies, English (Ad Hoc)	Dr. Kaveri Pal
Board of Studies, BMM	Ms. Prabha Nair (Chairperson) Ms. Darshana Buch
Faculty of Arts, Member	Dr. Suman Jain
Faculty of Commerce, Member	Dr. Kaveri Pal
Faculty of Social Science, Member	Dr. Bhavana Dubey

Annexure IX (a)

Academic Calendar 2013-14

I ST Term

SEMESTER - I, III, V B.A./B.Com/BMS/BMM / M.A. (Hindi &Psy) / M.COM

Jun-13			Jul-13			Aug-13			Sep-13			Oct-13		
Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title
1	Sat		1	Mon		1	Thu	Foundation Day	1	Sun		1	Tue	
2	Sun		2	Tue		2	Fri		2	Mon	Internal Assessment BA/B.Com	2	Wed	Gandhi Jayanti
3	Mon		3	Wed		3	Sat		3	Tue		3	Thu	
4	Tue		4	Thu		4	Sun		4	Wed		4	Fri	
5	Wed		5	Fri		5	Mon		5	Thu	Teachers Day	5	Sat	
6	Thu		6	Sat		6	Tue		6	Fri		6	Sun	
7	Fri		7	Sun		7	Wed		7	Sat		7	Mon	Semester Examination I & III
8	Sat		8	Mon		8	Thu		8	Sun		8	Tue	
9	Sun		9	Tue	Orientation for F.Y.B.A /B.Com/BMM/BMS	9	Fri	Ramzan ID	9	Mon	Ganesh Chaturthi	9	Wed	
10	Mon	College Re-open	10	Wed		10	Sat		10	Tue		10	Thu	
11	Tue		11	Thu		11	Sun		11	Wed		11	Fri	
12	Wed		12	Fri		12	Mon		12	Thu		12	Sat	
13	Thu		13	Sat		13	Tue		13	Fri		13	Sun	
14	Fri		14	Sun		14	Wed		14	Sat		14	Mon	
15	Sat		15	Mon		15	Thu	Independence Day	15	Sun		15	Tue	
16	Sun		16	Tue		16	Fri		16	Mon		16	Wed	
17	Mon		17	Wed		17	Sat		17	Tue		17	Thu	
18	Tue		18	Thu		18	Sun		18	Wed	Anant Chaturdashi	18	Fri	
19	Wed		19	Fri		19	Mon		19	Thu		19	Sat	
20	Thu		20	Sat	PTA Alumni Meeting	20	Tue		20	Fri		20	Sun	
21	Fri		21	Sun		21	Wed		21	Sat		21	Mon	
22	Sat		22	Mon	ATKT EXAM SEM I, II, III & IV	22	Thu		22	Sun		22	Tue	
23	Sun		23	Tue		23	Fri		23	Mon		23	Wed	
24	Mon		24	Wed		24	Sat		24	Tue		24	Thu	
25	Tue		25	Thu		25	Sun		25	Wed		25	Fri	
26	Wed		26	Fri		26	Mon		26	Thu		26	Sat	Dept. Meeting
27	Thu	B.A. - I Starts	27	Sat	Dept. Meeting	27	Tue		27	Fri		27	Sun	
28	Fri		28	Sun		28	Wed		28	Sat	90 Teaching days Complete Dept. Meeting	28	Mon	Diwali Vacation Begin
29	Sat	Dept. Meeting	29	Mon		29	Thu		29	Sun			29	Tue
30	Sun		30	Tue		30	Fri	Attendance committee Meeting	30	Mon	Attendance Committee	30	Wed	
			31	Wed		31	Sat	Dept. Meeting				31	Thu	

Note : The Schedule for the months of October is tentative and subject to Change as per University directions

Academic Calendar 2013-14

II ND Term

SEMESTER - II, IV, VI B.A./B.Com/BMS/BMM / M.A. (Hindi & Psy) / M.COM

Nov-13			Dec-13			Jan-14			Feb-14			Mar-14			Apr-14			May-14		
Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title
1	Fri		1	Sun		1	Wed		1	Sat		1	Sat		1	Tue		1	Thu	
2	Sat		2	Mon		2	Thu		2	Sun		2	Sun		2	Wed		2	Fri	
3	Sun		3	Tue		3	Fri		3	Mon	Internals Sem II & IV BA/B.COM	3	Mon		3	Thu		3	Sat	
4	Mon		4	Wed		4	Sat		4	Tue		4	Tue		4	Fri		4	Sun	
5	Tue		5	Thu		5	Sun		5	Wed		5	Wed		5	Sat		5	Mon	
6	Wed		6	Fri		6	Mon		6	Thu		6	Thu		6	Sun		6	Tue	
7	Thu		7	Sat	PTA Alumni Meeting	7	Tue		7	Fri		7	Fri		7	Mon		7	Wed	
8	Fri		8	Sun		8	Wed		8	Sat		8	Sat		8	Tue	Result Sem II & IV	8	Thu	
9	Sat		9	Mon		9	Thu		9	Sun		9	Sun		9	Wed		9	Fri	
10	Sun		10	Tue		10	Fri		10	Mon		10	Mon		10	Thu		10	Sat	
11	Mon		11	Wed		11	Sat		11	Tue		11	Tue		11	Fri		11	Sun	
12	Tue		12	Thu		12	Sun		12	Wed		12	Wed		12	Sat		12	Mon	
13	Wed		13	Fri		13	Mon		13	Thu		13	Thu		13	Sun		13	Tue	
14	Thu		14	Sat		14	Tue		14	Fri		14	Fri		14	Mon		14	Wed	
15	Fri		15	Sun		15	Wed		15	Sat		15	Sat	90 Teaching days Complete	15	Tue		15	Thu	
16	Sat		16	Mon		16	Thu		16	Sun		16	Sun		16	Wed		16	Fri	
17	Sun		17	Tue	Cultural Week & Days to be Celebrated	17	Fri		17	Mon		17	Mon	Study leave	17	Thu		17	Sat	
18	Mon	Diwali Vacation Ends	18	Wed		18	Sat		18	Tue		18	Tue		18	Fri		18	Sun	
19	Tue		19	Thu		19	Sun		19	Wed	Chhatrapati Shivaji Jyanti	19	Wed		19	Sat		19	Mon	
20	Wed		20	Fri	NSS Camp	20	Mon	ATKT Exams Sem I, II, III, IV	20	Thu		20	Thu		20	Sun		20	Tue	
21	Thu		21	Sat	Dept. Meeting	21	Tue		21	Fri		21	Fri	Examination Sem - II & IV	21	Mon		21	Wed	
22	Fri		22	Sun		22	Wed		22	Sat	Dept. Meeting	22	Sat		22	Tue		22	Thu	
23	Sat		23	Mon		23	Thu		23	Sun		23	Sun		23	Wed		23	Fri	
24	Sun		24	Tue		24	Fri		24	Mon		24	Mon		24	Thu		24	Sat	
25	Mon	Semester I & III Result Declaration	25	Wed		25	Sat	Dept. Meeting	25	Tue		25	Tue		25	Fri		25	Sun	
26	Tue		26	Thu		26	Sun	Republic Day	26	Wed		26	Wed		26	Sat		26	Mon	
27	Wed		27	Fri		27	Mon		27	Thu	Attendants Committee Meeting	27	Thu		27	Sun		27	Tue	
28	Thu		28	Sat		28	Tue		28	Fri		28	Fri		28	Mon		28	Wed	
29	Fri		29	Sun		29	Wed		29	Sat	Dept. Meeting	29	Sat		29	Tue		29	Thu	
30	Sat	Dept. Meeting	30	Mon		30	Thu		30	Sun		30	Sun		30	Wed		30	Fri	
						31	Fri	Attendants Committee Meeting				31	Mon					31	Sat	

Annexure IX (b)
Schedule for Students
SMT MANIBEN M. P. SHAH WOMEN'S COLLEGE OF ARTS AND COMMERCE
Semesters I, III, & V for B.A & B.Com
2013-2014

Examination & Attendance

1. Semester I, III & V begins on 10/06/13 and ends on 26/10/13.
2. Diwali vacation is from 28/10/13 to 17/11/13.
3. Examination has two parts namely internal assessment and external examination.
4. Internal assessment is for 25 marks & external examination is for 75 marks.
5. Minimum passing marks for internals is 9/25 and minimum passing marks for externals is 26/75.
6. It is compulsory for students to pass in the internals and externals separately by getting the minimum marks.
7. Projects and assignments (internals) will be given at the beginning of the term. These have to be submitted by the students to their respective teachers from 5th to 8th August 2013 for B.A. students. For B.Com students, the respective teachers will announce the dates for written tests to be taken in the respective classes/ assignments to be submitted.
8. Semesters I & III examinations will be conducted by the college and semester V examination will be conducted by the SNDT University in October 2013.
9. **75% attendance in every subject is compulsory.**
10. **Students who do not have the 75% attendance will not be permitted to appear for the external semester examination of 75 marks at the end of the term in October. Marks scored in the Internals by these students will not be considered. Students who are absent on medical grounds should submit their medical certificates to the Faculty In-charges.**
11. Attendance defaulter list will be displayed at the end of every month.
12. **Students who do not pass in the internals will not be permitted to appear for the external examination.**
13. The list of students Not Permitted (NP) for external examination will be displayed on the students' notice board on 28th September 2013.
14. The written internal will be conducted between 31st August 2013 to 7th Sept. 2013 for B.A. I,II, III

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ACKNOWLEDGEMENT SLIP

I/we have read the above details about examinations and attendance for the semester -----I/we assure you that our daughter / ward _____ studying in class _____, Roll No. _____ will follow the norms given. If she does not have 75% attendance or does not pass her internals, I/We understand that she will not be permitted to appear for her external examinations held at the end of the semester.

Name of the Parent/ Guardian: _____ Cell No. _____

Signature : _____ Date: _____

Name of Student : _____ Cell No. _____

Signature : _____ Date: _____

Schedule for Written Test

BA I (semester I)

Date	Subject	Teacher	Time	Room
31/08/2013 Saturday	Status of Women in changing India	Darshana Buch	11.20 to 12.10 pm	401
2/09/2013 Monday	Sociology – I	Radhika Soman	9.10 to 10.00 am	8
	Psychology – I	Archana Patki	9.10 to 10.00 am	18
3/09/2013 Tuesday	Sociology- II	Shanti Sheshadri	8.20 to 9.10am	8
	Hindi DC- II	Kiran Singh	8.20 to 9.10 am	6
	Psychology – II	Varsha Samant	9.10 to 10.00 am	18
4/09/2013 Wednesday	Hindi – DC-I	Usha Mishra	10.30 to 11.20 am	6
6/09/2013 Friday	Food & Nutrition	Madhavi Sathe	8.20 to 9.10 am	Food Lab
	Child Development	Sarita Kasaralkar	8.20 to 9.10 am	10
7/09/2013 Saturday	History As Heritage	Darshana Buch	12.10 to 1.00 pm	401

Schedule for Written Tests

BA II (semester III)

Date	Subject	Teacher	Time	Room
31/08/2013 Saturday	Sociology APC-I	Radhika Soman	7.30 to 8.20 am	15
	Psychology DC- V	Varsha Samant	8.20 to 9.10 am	10
2/09/2013 Monday	Sociology DC-VI	Radhika Soman	8.20 to 9.10 am	8
	Psychology DC-VI	Archana Patki	8.20 to 9.10 am	7
	Hindi DC VI	Usha Mishra	9.10 to 10.00 am	6
03/09/2013 Tuesday	Food Commodities - I	Madhavi Sathe	8.20 to 9.10 am	Food lab
	Child Development – I	Sarita Kasaralkar	8.20 to 9.10 am	10
	Hindi – APC I	Kiran Singh	9.10 to 10.00 am	15
04/09/2013 Wednesday	Nutr. During Life-cycle - I	Madhavi Sathe	8.20 to 9.10 am	Food lab
	Child Development – II	Sarita Kasaralkar	8.20 to 9.10 am	10
	Hindi DC V	Usha Mishra	8.20 to 9.10 am	6
06/09/2013 Friday	Sociology DC-V / AC-III	Shanti Sheshadri	8.20 to 9.10 am	8
	Current Concerns	Darshana Buch	12.10 to 1.00 pm	401

Schedule for Written Tests

BA III (semester V)

Date	Subject	Teacher	Time	Room
31/08/2013 Saturday	Sociology	Shanti Sheshadri	9.10 to 10.00 am	15
2/09/2013 Monday	Sociology	Radhika Soman	7.30 to 8.20am	15
	Hindi	Usha Mishra	9.10 to 10.00 am	9
	Psychology	Varsha Samant	9.10 to 10.00 am	7
03/09/2013 Tuesday	Sociology	Shanti Sheshadri	11.20 to 12.10 pm	15
	Psychology DC- XII	Varsha Samant	11.20 to 12.10 pm	7
	Hindi	Kiran Singh	10.30 to 11.30 am	9
04/09/2013 Wednesday	Sociology	Radhika Soman	7.30 to 8.20 am	15
	Psychology DC-IX	Archana Patki	8.20 to 9.10 am	7
	Hindi	Usha Mishra	9.10 to 10.00 am	9
06/09/2013 Friday	Hindi	Usha Mishra	11.20 to 12.10	
12/09/13 Thursday	F.N.	Madhavi Sathe	8.20 to 9.10 am	Food Lab
	Child Development	Sarita Kasaralkar	8.20 to 9.10 am	10
	Sociology	Shanti Sheshadri	8.20 to 9.10 am	15
	Hindi	Kiran Singh	8.20 to 9.10 am	9

Annexure X (a)

name of
Lecturer



Papers taught

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Smt. Maniben M.P. Shah Women's College of Arts and Commerce,
338, R.A. Kidwai Road, Matunga, Mumbai 400 019.
NAAC Re-accredited 'A'

Students' response to Teacher Evaluation Schedule.
Academic Year 2013-2014

Dear Student,

You are required to assess or evaluate **your teacher** on various parameters given below. The responses given by you are of immense **value** as they will enable us to offer better quality education to you as primary stakeholders. **Therefore** objective assessment from you will be appreciated.

Instructions:

Using the following rating scale, students **are required** to rate the lecturers who have been teaching them during this academic year.

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Below Average Average Good Very Good Excellent

Lecturer's Code No: B147

Assessment /Evaluation of Teaching.

Sr. No.	Evaluation Criteria	1	2	3	4	5
1.	Lecturer's Command over language					<input checked="" type="checkbox"/>
2.	Lecturer's Knowledge & Command over subject taught.			<input checked="" type="checkbox"/>		
3	Use of Case studies /examples from real life setting.(As applicable to the nature of subject)			<input checked="" type="checkbox"/>		
4	Use of current events in teaching.		<input checked="" type="checkbox"/>			

P.T.O

Annexure X (a)

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5	Lecturer's expertise in making the subject interesting.		✓			
6	Lecturer encourages class room discussion - teacher pupil interaction.				✓	
7	Lecturer conducts periodic tests		✓			
8	Use of Audiovisual aids.		✓			
9	Encourages project work.	✓				
10	Motivates extra reading/reference work.		✓			
11	Provides Question-bank.	✓				

General Evaluation/Assessment.

Sr. No.	Evaluation Criteria	1	2	3	4	5
1	Regularity in Taking lectures and Practicals					✓
2	Interest in explaining difficult concepts		✓			
3	Approachable/accessible		✓			
4	Motivating and positive attitude towards students.		✓			
5	Clarifies difficulties outside classroom.	✓				
6	Emphasizes on Ethics and values.		✓			
7	Readiness for counseling		✓			
8	Organizes various seminars, lectures, workshops and co-curricular activities.	✓				
9	Encourages participation in extra curricular activities.	✓				
10	Class Discipline	✓				

Suggestions:

Annexure XI

GENDER SENSITIZATION PROGRAMS

The objectives set up for conducting the programme were as follows:

- To further strengthen the concept of gender equality amongst our students
- To involve students in the entire process of the Abhiyaan
- To transform students into facilitators to spread awareness in the society

The scheduled planned is as follows:

Date	Event
5-12-2013	Orienting students and taking suggestions from students
6-12-2013	Shortlisting suggestions and selecting five suggestions Planning appropriate programmes for each suggestion Distribution of work amongst the committee members Designing each programme
7 to 21- 12-2013	Programmes conducted, documentary evidence collected in form of photographs, scripts, copies of prize winning essays, copies of certificates given to prize winners

Detailed Report of each event:

5-12-2013

The committee decided that student representative groups would be oriented and suggestions would be asked from them. A notice was circulated amongst In charges of committees such as Students' Council, NSS, NCC and sports. The In charges met their respective student groups and oriented the students about the Abhiyaan and their role in the process. The students in turn wrote and gave valuable and constructive suggestions. These were collected to be discussed on 6-12-2013.

6-12-2013

The committee met to discuss the suggestions given by students. It was difficult to make a choice and pin it down to just five suggestions thus six suggestions were shortlisted which were feasible to work on. These included:

- Essay Competition on Gender Equality and Women Achievers in Corporate world
- Slogan Contest on Gender Equality

- Visit to a tribal village
- Film shows and film discussions
- Street plays
- Panel Discussion

IMPLEMENTATION OF SUGGESTIONS:

The program implemented on suggestion from student brainstorming sessions

7th Dec 2013 : Filmshow on “Matrubhoomi” followed by discussion & students to give a written film review.

9th Dec 2013 : Filmshow “Haribhari”

10th Dec 2013 : Filmshow “Swami”

. Films are an effective medium of not only communication but also a powerful media to create awareness. ‘Matrubhumi’ depicts the issues of female infanticide, polyandry and violence against women, effects of patriarchy, marital rape and how the protagonist abets violence. This film sensitized students to the above issues and the reviews that the students have written express the same. ‘Haribhari’ was screened because it deals with women’s education, lack of decision making power of women in family planning. “Swami’ deals with the struggle of a woman to establish her identity within the family and politics of identity.

All three films were well received by students and during the discussions that followed students were very vocal and expressed their view freely. Issues like domestic violence; societal apathy towards rape greatly disturbed and angered students. Students felt that emancipation of women will come only when a woman is given her due respect and status within the family. The decision making power in planning a family should be entirely her prerogative, they felt.

11th Dec 2013: Slogan Writing on ‘Gender Equality’.

After sensitizing students through films, students were asked to compose slogans on ‘gender equality’. These slogans were displayed in the college foyer on 26th December.

12th Dec 2013: Essay writing competition in BMS Dept. on ‘Women in Corporate World’.

16th & 17th Dec 2013: Essay Writing Competition in Marathi and Gujarati medium students on ‘Gender Equality’.

Management and managerial jobs are perceived to be male centric and there is a definite discrimination in the Corporate sector against women. Very few women hold top positions in the corporate sector even today.

Those women who have secured positions have achieved through constant struggle and swimming against the odd tides. Students were asked to write on such women leaders in the corporate sector.

The best three essays from each group were awarded prizes. All participants were given certificates.

13th & 14th Dec 2013: Field visit to Chinchini, Dahanu was organized to study status of women in tribal society in unorganized sector and to interview a young woman sarpanch.

The survey conducted revealed that tribal women want to be economically independent. They want to be educated but there is lack of support in terms of infrastructure, finance, parental motivation to encourage them for education. But it was noted that tribal women enjoyed a better status in the family. Decision making, support from family was better than rural in urban women.

Women were a part of the dye making industry in the area. This is an un-organized sector, but it helps the women to be economically independent. For this work, they get able support from their husbands- who take care of household responsibility.

The interview with the woman sarpanch was greatly motivating and inspirational. The sarpanch is only 30 years old.

18th Dec 2013: Street play on gender discrimination with reference to women's education. Students of Gujarati medium enacted this street play depicting how the protagonist fights against odds such as patriarchal society, traditional beliefs, and misconceptions regarding women's education to educate herself.

20th & 21st Dec 2013: Repeat performances of the Street play took place in the college foyer.

Annexure XII

Best Practice I

Aptitude Test Paper Series

Goal:

- To create awareness regarding General Knowledge and current affairs.
- To inculcate the habit of reading Newspaper and Competitive magazines.
- To help the students in preparing for Competitive examination.

Context:

This practice was started from the year 2013-14 for B.Com students, to create awareness amongst our students about the different competitive exams and their paper pattern. This practice also attempts to get our students interested in reading, general knowledge and current affairs. It is an effort to prepare them for various competitive examinations and for different jobs. This practice is an effort to motivate our students to make their future career and knowledge oriented.

Practice:

Multiple choice Aptitude test paper based on general knowledge, current affairs, reasoning and quantitative aptitude are prepared and displayed on students' notice board. Students note down the questions and try to solve. After a week, the correct answers are displayed on the notice board so that students can match their answers. Four test paper series are given to students in one academic year. In the month of February, a quiz contest is conducted to check the progress of students in general knowledge.

Evidence of Success:

Students maintain the record of given test paper series and the answers. The practice has encouraged students to read and keep updated with current affairs. 50 students from BCom participated in Aptitude test paper this year. We hope that more students are inspired to prepare and appear for competitive examination.

Problems encountered and resources required:

The challenge is to extend this practice to students from all faculty and mediums (BA-English, Marathi and Gujarati medium, BMS and BMM) of the college. Incentives should be provided to students who are participating and getting first three ranks in the Quiz Contest. Incentive can be given in the form of certificates or small trophies. Guest lecture can be arranged for students to make them more familiar to the current status of job requirements.

Best Practice II**Earn While You Learn!**

The Departments of Hindi and Psychology planned and undertook activities as part of the Earn while you Learn programme.

Department of Psychology:**Goal:**

- To make students self-reliant
- To provide opportunities to explore job roles
- To hone their soft skills

Context:

The Psychology Department has a Teacher Assistantship Programme as one of the activities in the Honours Programme for which the students are given Credits. The programme started in the year 2007-08. An honorarium was included to be given to students under this programme from the year 2010-11, as this was a suggestion from one of the members on the College Management. It was thus an opportunity for the students to earn while they learn.

Practice:

MA students are selected as Teacher assistance on the basis of their academic performance. The selected students conduct sessions on topics assigned to them for the undergraduate students of the psychology department. The teacher assistants are evaluated by the faculty supervising the session. From this year, the TAs will be evaluated by the students as well as faculty. Every year on an average 8 students are selected as TA. On an average, every TA conducts three sessions in an academic year. The remuneration received by each TA this academic year was Rs. 1300/-

Evidence of Success:

6 students who were Teacher Assistants over the past six years have taken up teaching as their profession. Five of these students have qualified in the NET examination. This programme was appreciated by NAAC Peer team during their visit in August 2013.

Considering the success of the programme, another department - the Masters programme in Commerce started a similar programme from this academic year. Each TAs from MCom conducts 1 session per week for UG and one for PG students. This year two TAs were selected who also conducted the Bridge Course in Accountancy.

Problems encountered and resources required:

Initially, during the implementation of the programme, the interest of the MA students varied. Thus selection of students as TAs posed a challenge. Planning and implementation of the programme also became more systematic over each year. The UG students too were apprehensive about TAs and quality of teaching they expected; but the teacher supervising the session in class would facilitate the interaction between the TA and the UG students and immediate feedback received from the UG students helped to modify and make the session more effective.

Department of Hindi:**Goal:**

- To make students self-reliant
- To provide opportunities to explore job roles
- To hone their skills in Hindi typing

Context:

BA I students were being trained in Hindi typing on computer under the 100 hours Compulsory Computer Training Programme. They were using these skills to prepare presentations in Hindi and browse on the net. These trained students were engaged by MA (Hindi) students to type out their dissertations.

Practice:

Trained BA Part I students receive remuneration from the MA Hindi students for typing assistance. The College Computer laboratory was utilized for this activity. For each MA student, one BA student was allotted for typing. The Hindi fonts Aarti and Mangal were used. Each BA students received minimum Rs. 1000/- from the MA students towards typing charges.

Evidence of Success:

The practice continues this year too. BA Part I students learned the skill of Hindi typing and will be using this skill for financial benefits.

Problems encountered and resources required:

Adjusting the time for the utilization of the Computer laboratory facilities was a challenge.

Adjusting the timings of BA -MA students to sit together for the typing was another challenge.

Annexure XIII (a)

NAAC VISIT : Academic Interactions



Welcoming the NAAC Peer Team with Saraswati Pooja



Interactions with Departments: Psychology



Sociology Student demonstrating Braille to NAAC Peer Team



Display of FC Projects



M.Com department making their presentation



Showcasing the BMM Studios



Interaction with Economics dept



Dr. Kiran Singh, Hindi Department Presentation

Annexure XIII (b)

NAAC VISIT : Student Support Services



NCC



Sports



NSS Presentation



Counselling Cell



Checking Library documents



Interaction with Student Council In-Charge



Display of Research Publications



Examination documentation

Annexure XIII (c)

NAAC VISIT : Meeting the Stakeholders



Management, Donors & Patrons



UG Students



Parents & Alumni



IQAC



PG Students



Administrative Staff

