



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

**“UTTHAAN”**

**Internal Quality Assurance Cell (IQAC)**

**Annual Quality Assurance Report (AQAR)  
(2014-2015)**

## **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

<b>AQAR for the year</b>	<b>2014-2015</b>
<b>1. Details of the Institution</b>	
1.1 Name of the Institution	<b>Smt. Maniben M.P.Shah Women’s College of Arts &amp; Commerce</b>
1.2 Address Line 1	<b>Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex 338, R.A. Kidwai Road</b>
Address Line 2	<b>Matunga (E)</b>
City/Town	<b>Mumbai</b>
State	<b>Maharashtra</b>
Pin Code	<b>400 019</b>
Institution e-mail address	<a href="mailto:mmpshah@rediffmail.com">mmpshah@rediffmail.com</a>
Contact Nos.	<b>022-24095869</b>
Name of the Head of the Institution:	<b>Mrs. Archana Patki (Officiating)</b>
Tel. No. with STD Code:	<b>022-24095869</b>
Mobile:	<b>09920929532</b>

Name of the IQAC Co-ordinator:

**Mrs. Madhavi Sathe**

Mobile:

**09892544080**

IQAC e-mail address:

[iqacmmp@gmail.com](mailto:iqacmmp@gmail.com)

1.3 NAAC Track ID

**MHCOGN 10626**

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 <sup>st</sup> Cycle	B+		2004	5 Yrs
2	2 <sup>nd</sup> Cycle	A	3.61	2013	5 Yrs

**(Annexure No. 1 (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

- i. AQAR: 13<sup>th</sup> January, 2011
- ii. AQAR: 26<sup>th</sup> January, 2012
- iii. AQAR: 15<sup>th</sup> September, 2012
- iv. AQAR 26<sup>th</sup> 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	NA	UGC-CPE	Applied
DST Star Scheme	-----	UGC-CE	-----
UGC-Special Assistance Programme	-----	DST-FIST	-----
UGC-Innovative PG programmes	-----	Any other ( <i>Specify</i> )	-----
UGC-COP Programmes	-----		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	----
2.4 No. of Management representatives	02
2.5 No. of Alumni	-----
2.6 No. of any other stakeholder and Community representatives	01
2.7 No. of Employers/ Industrialists	-----
2.8 No. of other External Experts	02
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	10
2.11 No. of meetings with various stakeholders:	
Faculty	10
Students	-
Non-Teaching Staff	03
Alumni	-
Others	1

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

Rs. 300,000/- was received in the year 2014.

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National

State  Institution Level

(ii) Themes

**Teaching Faculty:**

- A workshop on “Organising Seminars, Workshops, and Conferences under UGC XII Plan” was organized for the Heads of Department along with the Faculty Development Committee on 11 August 2014.
- An interactive session was organized for all teachers on 5 January 2015 during which Dr. Shobha Dedhia, Ms. Ashwini Prabhu and Mr. Vasant Pansare shared their experiences after attending the UGC Short Term courses.
- A workshop was organized on INFLIBNET and online resources for the teaching staff in the library on 6<sup>th</sup> January 2015. The librarian Ms. Ashwini Prabhu revised the INFLIBNET resources as well as touched upon the newly ones added. The library website and the e-resources therein were explained in detail. She also demonstrated the databases offered by the SNDT Women’s University library as well as other free online resources such as Google Books, Google Scholar, DOAJ and Slideshare to the faculty members.

**Students:**

- In association with Swami Vivekananda Kendra arranged for an awareness lecture on “Safal Yuva Safal Bharat” on 8 August 2014.
- A session on “MBA as a Career” was organized for all TY students of all faculties in collaboration with ITM on 13 January 2015.



## 2.14 Significant Activities and contributions made by IQAC

- The IQAC collaborated with Bright Future an NGO working for school dropouts for internship for the BA II students. This activity was conducted with the purpose of sensitising students to a social issue and to understand the working of an NGO. The students conducted activities like street plays, chart making, cookery demonstration, best out of waste, for the participants at the NGO. The students prepared reports on their internships.
- Collaborated with Vivekanand Kendra to conduct the Swami Vivekananda examinations. An awareness lecture on “Safal Yuva Safal Bharat” was held on 8 August 2014. Thereafter in the month of January 2015, was held. 60 Students attempted the exams and 40 students qualified.
- The Key result areas (KRA) were redefined according to the new NAAC recommendations and new KRA teams were formed. Each team has an IQAC facilitator. The first KRA team presentations were organized on 16 January 2015. On the basis of the feedback given by the QAC experts, the KRAs were modified according to the SMART (Specific, Measurable, Achievable, Relevant, and Timebound) principle. Second round of presentations was organized on 27 April 2015.
- The IQAC purchased a colour printer; LCD projector; and books for the IQAC library from the grant received under the UGC XII Plan.
- The IQAC released its first newsletter “Utthaan” on 5 September 2014. The subsequent newsletters will be released in the online mode.

## 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 \*

<b>Plan of Action</b>	<b>Achievements</b>
1. 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.
2. To strengthen the Research Cell	Through the KRA for Research, Consultancy and Extension, the IQAC facilitated the process of receiving the ISSN number for the College Research Journal <i>Concept</i> .
3. To establish atleast one linkage each for academic, research and extension activities	Linkage with Bright Future and Vivekananda Kendra for students' internship and inculcating values amongst students.
4. To set up at least one smart classroom	The college applied to the UGC for the CPE grant in January 2015 under which a proposal for setting up 10 smart classrooms was included.
5. To initiate the process of establishing Standard Operating Procedures for academic and administrative activities	The SOPs for the following processes were set up: Leaving Certificates; Bonafide certificates, Admissions for fresh FY students
6. To promote a Green Campus initiative by collaborating with NGOs for waste management and conducting a Green Audit	Linkage with the Stree Mukti Sanghatan was established for waste paper management. In exchange of waste paper generated in college, 60% of the value of the waste paper is given bac to college in form of recycled paper. A Green Audit was conducted. The suggestions given in the audit were discussed with the management.

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 2014-15



Hon. Secretary  
Seva Mandal Education Society  
338, R. A. Kidwai Road,  
Matunga, Mumbai - 400 019.

## 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	<b>03</b>	-	<b>03</b>	-
UG	<b>04</b>	<b>01</b>	<b>03</b>	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	<b>01</b>	<b>01</b>	<b>01</b>	<b>02</b>
Others	<b>07</b>	-	<b>07</b>	<b>07</b>
<b>Total</b>	<b>15</b>	<b>02</b>	<b>14</b>	<b>09</b>

Interdisciplinary	<b>01</b>	-	-	-
Innovative	<b>02</b>	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>08</b>
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.

**BMM First year and Second year syllabus revised and Third year syllabus is in the process of revision**

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

**The College started self-financing degree course in B.Com with Accountancy, Finance and Insurance from the academic year 2014-15. Currently the enrolment in the first year is 30 students.**

Name of Programme	Duration	Entry Qualification	Sanctioned/Approved student strength	Students admitted
<b>B.Com with Accountancy, Finance and Insurance (BAFI)</b>	<b>3Years/ 6 Semester</b>	<b>XII</b>	<b>120</b>	<b>30</b>

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>27</b>	<b>18</b>	<b>09</b>	-	-

#### 2.2 No. of permanent faculty with Ph.D. 10

#### 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
<b>01</b>	<b>03</b>	-	-	-	-			<b>01</b>	<b>03</b>

#### 2.4 No. of Guest Faculty 27 Visiting Faculty 22 Temporary Faculty 17

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	<b>1</b>	<b>18</b>	<b>6</b>
Presented papers (Annexure No.2a)	<b>07</b>	<b>18</b>	--
Resource Persons		<b>01</b>	<b>01</b>

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

**(Annexure No.3a,b,c,d)**

2.7 Total No. of actual teaching days during this academic year 180

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

- Semester III and IV examinations are 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

Members on Board of Studies: 05 (**Annexure No.4a**)

Faculty members attending Content analysis workshops: 07 (**Annexure No.4b**)

Faculty members on Syllabus Restructuring committees: 04 (**Annexure No.4c**)

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage: **2014-15**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Total Pass %
BA	<b>97</b>	<b>5.1</b>	<b>26.8</b>	<b>47.4</b>	<b>12.4</b>	<b>87.2</b>
BCom	<b>210</b>	<b>0.5</b>	<b>27.1</b>	<b>46.6</b>	<b>18.1</b>	<b>92</b>
BMS	<b>49</b>	<b>20.4</b>	<b>77.5</b>	<b>2.0</b>	<b>-</b>	<b>100</b>
BMM	<b>41</b>	<b>56.1</b>	<b>26.8</b>	<b>17.1</b>	<b>-</b>	<b>100</b>
MA (Counselling Psychology)	<b>19</b>	<b>-</b>	<b>68.4</b>	<b>26.3</b>	<b>5.2</b>	<b>100</b>
MA (Hindi)	<b>02</b>	<b>-</b>	<b>100.0</b>	<b>-</b>	<b>-</b>	<b>100</b>
MCom (Marketing Management)	<b>25</b>	<b>80.0</b>	<b>20.0</b>	<b>-</b>	<b>-</b>	<b>100</b>

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

1. Academic Calendar ( **Annexure No. 5a** )
2. Annual Academic Plan Book
3. Schedules for Internal Assessment ( **Annexure No5b** )
4. Teacher Assessment Questionnaire ( **Annexure No. 5c** )

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	<b>01</b>
Summer / Winter schools, Workshops, etc.	-
Others <b>UGC Short Term Courses (Annexure No.2b)</b>	<b>03</b>



#### 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	<b>43</b>	<b>05</b>	<b>00</b>	<b>02</b>
Technical Staff	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- Research Cell, along with the Faculty Development Committee organized a workshop on ‘Applying for Minor Research’ on 12th August, 2014. Cell Convener, Dr Shobha Dedhia conducted the workshop in the capacity of a Resource Person. The workshop was attended by 20 faculty members. One Minor Research applications was submitted to the UGC.
- Dr Harshadaben Rathod, Principal, Smt. Maniben Nanavati College, Vile Parle was invited to conduct a workshop on ‘Applying for Major Research’ on 21st August, 2014. 14 faculty members attended the same. Three Major Research proposals were submitted to the UGC.
- Departments of Commerce and Economics have jointly applied for a National Seminar to the UGC in August 2014.
- Research Cell received a laptop under the UGC XII Plan to facilitate the activities of the cell.
- A workshop on ‘Skill of Writing a Good Research Paper and Action Research’ was organized for the faculty members of Junior College on 24 April 2015. 33 faculty members attended the workshop.
- The IQAC facilitated the process of receiving the ISSN number for the Research Journal Concept. We were assigned the number ISSN 2394-8922 First issue of International Indexed journal ‘Concept’ is planned for release in the academic year 2015-2016.

##### 4.2 Details regarding major projects

3 faculty members have applied to the UGC for Major Research projects, the total outlay of which is Rs. **29.04 lakhs**.

	Completed	Ongoing	Sanctioned	Submitted
Number	----	----	---	--
Outlay in Rs. Lakhs	-----	-----	--	--

#### 4.3 Details regarding minor projects

5 faculty members have applied to the UGC for Minor Research projects, the total outlay of which is Rs. **13.25 lakhs**

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>04</b>	<b>01</b>	--	--
Outlay in Rs. Lakhs	<b>2,63,000</b>	<b>50,000</b>	--	--

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>04</b>	<b>05</b>	<b>03</b>
Non-Peer Review Journals	-	<b>03</b>	-
e-Journals	-	-	-
Conference proceedings	<b>05</b>	<b>08</b>	-

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

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

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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
<b>Number</b>	--	<b>1</b>	<b>1</b>	--	--
<b>Sponsoring agencies</b>	--	<b>UGC &amp; Canara Bank</b>	<b>Bombay Psychological Association</b>	--	--

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: **07**

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College   
Total

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

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

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

**Freeship Programme:**

N.S.S. Unit held a freeship program for the students as their contribution towards an empowered society. The college provides students with plenty of free ship opportunities especially to the needy students. A financial aid of Rs.35,000/- was granted to 38 girl students for their zeal towards education and moving towards being a socially and emotionally empowered person.

**Avanti-Young Women Leadership Program:**

Avanti - Young Women Leadership Program was initiated to inculcate in students a sense of empowerment by enabling them to take the first step towards Leadership by Ms. Ankita Redkar and group. Various projects are undertaken like 'Saving Electricity, Saving water. Students spread awareness going door to door telling people what measures can be taken to save water.

**Rakhi Sale:**

On this occasion N.S.S volunteers helped Handicapped Children from Kakoomal and Keslibai Vocational Rehabilitation centre, Mumbai in selling Rakhis. N.S.S volunteers went to various classes to sell rakhis.

**Blood Donation Camp:**

A Blood Donation Camp was organised for the noble cause. 48 bottles of blood were collected. Students came in large numbers voluntarily for participation. 117 students were rejected as their level of Haemoglobin was low.

**Rose Day Celebration:**

On the occasion of 'Rose Day' N.S.S. students went to Tata Hospital, Parel. The volunteers celebrated this day with 300 patients from the hospital and also arranged for Fruits and Biscuits. 15 N.S.S. Volunteers and 6 Programme Officers participated in this programme.

**Vyasan Mukti Rally:**

Students participated in the Vyasanmukti rally. The objective of the rally was to spread awareness. 25 students along with the staff members marched from Hutatma Chowk to Gateway of India.

**Swachcha Bharat Abhiyaan:**

As a measure of spreading awareness about cleanliness, the Swachcha Bharat Abhiyan was initiated. 75 students participated and went around King Circle station picking papers from the ground and putting them in the garbage can displayed close by. Passersby also stopped in and helped students in this program.

## **Breast Feeding Week**

BA II students conducted Lecture Demonstration on “Supplementary Food for Infants” and exhibition on Importance of Breast Feeding during Breast Feeding Week in the College Food Lab. Exhibition was arranged from 2-8-14 to 7-8-14. Lecture- Demonstration was organised on 6-8-2014

The purpose of the program was to create awareness regarding type of supplementary food to be introduced for infants, when to introduce, how to introduce and precautions to be taken. The lecture- demonstration was conducted for our NSS volunteers; residents from the Police Colony; MNWC students and our own students thus spreading awareness amongst these groups.

## **One Matunga**

BA III students conducted demonstrations on “Cooking without Fire” at One Matunga event under the Maheshwari Udyan Flyover on 22-2-1015. The stall was visited by parents along with their children who learnt to prepare the recipes; the elderly; and men and women of all ages. The visitors showed keen interest in the recipes and were eager to learn more about the college. B.A.I Gujarati medium students participated in Matunga One event, wherein they conducted workshop on ‘Making of Paper Bags’.

## **“V Care” Foundation**

“V Care” Foundation is a voluntary support group dedicated to providing free help, hope awareness & education to cancer patients & their families through outreach programs & services that improve the quality of their lives.

## **Importance of Health & Hygiene**

Students visited the Wadala Slums & after studying the prevailing conditions, conducted seminars on ‘Importance of Education’, Importance of Health & Hygiene’ & ‘Good Food Habits’.

## **NGO Volunteering**

3 BMM volunteered in the following NGO’s:

- Sneha
- Teach India
- Strimukti Sanghatan

## **Workshop for Police Colony Residents**

Samvedna Counselling Centre conducted a workshop for the women and girls of the Police colony on Menstruation and Body Awareness on 17<sup>th</sup> February, 2015 so as to enable them to care for their emotional and physical health effectively. The workshop topic was chosen after finding the needs and preferences of the women. To make the workshop comprehensive, 3 sessions were conducted for the women, on Psychoeducation, Nutrition and Yoga.

### **Career Guidance Workshop at Maa Niketan — Home for Children**

Samvedna Counselling Centre organized a Career Guidance on 25 March, 2015, for the students from 10<sup>th</sup> to 12<sup>th</sup> standard of Maa Niketan- home for children.

### **Mental Health Rally**

The World Mental Health Federation proposed a theme for this year as 'Living with Schizophrenics'. To commemorate the Mental Health Day, Psychology Major students held a Rally that started from College campus, covering Matunga Railway station, Ruia College, Five Gardens, Khalsa College, and VJTI.

### **Rural Outreach Programme**

The Department of Psychology organized a lecture on 'Career Guidance and Counselling' for tenth standard students of K. G. Patil Vidyalaya, Deoghar, Wada District as part of the rural outreach programme.

### **Awareness on Elder Abuse**

16<sup>th</sup> June 2014 was observed as 'World Elderly Abuse Day'. 6 students of B.A.III distributed pamphlets & roses on Dadar Railway Station in order to create an awareness regarding the issue of 'Elder Abuse'

### **Shravan Celebration for senior citizens**

8 students of B.A. II attended the 'Shravan Celebration' in collaboration with HELP AGE INDIA conducted at Nana- Nani School Charni Road, Mumbai. The students interacted with the senior citizens and learned about certain customs & traditions as well as the importance of 'Shravan' from the senior citizens.

### **Education of Visually Impaired Children**

Two B.A. II students attended a 'Para Professional Training Course on "Education of Visually Impaired Children"'. This course was conducted from April 28 to 31<sup>st</sup> May 2014.

### **NGO Internship**

The IQAC collaborated with Bright Future, an NGO working with school dropouts. BA II students from the departments of Psychology, Sociology (English and Gujarati Mediums) and Hindi interned with Bright Future for a period of one month. They students conducted activities like street plays, chart making, cookery demonstration, best out of waste, for the participants at the NGO.



**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 (≥ 1-0 lakh) during the current year.	02	--	UGC XI Plan	02
Value of the equipment purchased during the year (Rs. in Lakhs)	438377/-	--	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**

<p>The Following Administrative processes are computerized.</p> <p><b>Students:</b> Admission, Student Enrolment, Examinations and Results</p> <p><b>Staff:</b> Salary, PF Accounts, Staff Attendance and Leave Records</p> <p><b>Correspondence</b> with UGC, SNDT Women’s University, Joint Director of Education, Government of Maharashtra.</p> <p><b>Library:</b> Library Cataloguing, use of OPAC, issuing of books to staff, barcoding of library resources</p>
--

### 4.3 Library services:

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

### 4.4 Technology up gradation

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Dept.	Others
<b>Existing</b>	<b>154</b>	<b>5</b>	<b>154</b>	<b>01 Centre with 08 Computers</b>	<b>5</b>	<b>17</b>	<b>3 laptops+ 2 Mac Desktops (BMM studio)</b>	<b>14</b>
<b>Added</b>	<b>4</b>	<b>00</b>	<b>4</b>	<b>-</b>	<b>00</b>	<b>03</b>	<b>06</b>	<b>-</b>
<b>Total</b>	<b>158</b>	<b>5</b>	<b>158</b>	<b>01</b>	<b>05</b>	<b>20</b>	<b>11</b>	<b>14</b>

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
- The College is in the process of turning the campus Wi-fi enabled

4.6 Amount spent on maintenance in lakhs:

i) ICT	272529/-
ii) Campus Infrastructure and facilities	664520/-
iii) Equipments	-
iv) Others	62196/-
<b>Total:</b>	<b>999245/-</b>

**Criterion – V**  
**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC facilitated the working of the Anti-Ragging, Grievance Redressal and Prevention of Sexual Harassment through the KRA teams by making brochures, SOPs and providing new infrastructural facilities for these cells.
- IQAC facilitated the conduction of survey of Third year students for vocational counselling and skill enhancement activities through the KRAs.
- IQAC was instrumental in conducting the Career Fair for the Third Year students.

5.2 Efforts made by the institution for tracking the progression

- 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 students

UG	PG	Ph. D.	Others
<b>1494</b>	<b>121</b>	-	-

(b) No. of students outside the state --

(c) No. of international students --

No	%

Men

No	%
	<b>100</b>

Women

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>1239</b>	<b>190</b>	<b>33</b>	<b>141</b>	<b>00</b>	<b>1603</b>	<b>1246</b>	<b>209</b>	<b>35</b>	<b>125</b>	<b>01</b>	<b>1615</b>

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**

No. of students beneficiaries **451**

5.5 No. of students qualified in these examinations

NET **01 + 5 appeared** SET/SLET  GATE  CAT **08 (appeared)**

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.

A Career Fair was also conducted for the students of Third Year along with the Placement Cell.

No. of students benefitted **252**

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	Students	
<b>4</b>	<b>64</b>	<b>7</b>	<b>4</b>		

## 5.8 Details of gender sensitization programmes:

Department of Foundation Courses conducted following activities aiming at creating gender sensitivity:

**Group Discussions:** B.A.I (Eng)-Women's Status in India  
B.A.I (Eng)-Stereo-type Gender Roles

**Film Screening:** B.A.II- Matrubhumi-Gender disparity  
B.A.II- Mardani-Women abetting Violence  
B.A.II (Guj)-Dorr-Women Liberation  
B.A.II (Eng)-Water-Women and Girl Trafficking  
B.A.II (Guj,Eng)-Provoked-Domestic Violence  
B.A.II (Eng,Guj)-Haribhari-Female foeticide  
B.A.II (Eng,Guj)-Black Home-Condition of Girls in Remand Homes

**Debate:** B.A.I (Eng)-Socialization of Girl Child  
B.A. II (Eng, Guj)-Division of labour and Women rights  
B.A.I (Eng)-Attitude towards working women

**Guest Lecture:** B.A.II-Women, Health & Hygiene by Mrs. VarshaPalkar

**Role Play:** BA II (Eng) Women Trafficking

**Case Study:** BA II (Guj) Violations of Women's rights

**Poster Presentation and display** BA II (Eng) Women and Crime

## 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	-	-
Financial support from government	<b>09</b>	<b>52,045/-</b>
Financial support from other sources	<b>170</b>	<b>3,80,180</b>
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs: State/ University level/ **College**  National level  International level

Exhibition: State/ University level/ **College**  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

**Facilities for Handicapped Students:** A ramp has been constructed in one of the entrances for handicapped students wherein wheelchair bound students can have easy accessibility.

## 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 has sent data to the HRD Ministry, Government of India through All India Survey on Higher Education (AISHE) for the years **2011-2012, 2012-2013, 2013-2014 and 2014-2015.**
- The College also fills in information in the MIS forms 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

- Departments add to the S.N.D.T. Women's University curriculum in form of Certificate /Add-on and Honours courses.
  - a) Department of Psychology offers an Honours programme and a Certificate Course in Basic Skills in Counselling and Psychological Assessment for its Post Graduate students.
  - b) Department of Mass Media offers a Certificate Course in Audio and Video Recording and Editing; this is also available to external students.
- The faculty from the following Departments participated in the syllabi revision workshop : **(Annexure no.4c)**
  - a) Psychology
  - b) Economics
  - c) Sociology
- Feedback received through these workshops is communicated to the respective Boards of study at the University through empaneled faculty members.



### 6.3.2 Teaching and Learning

- Academic Calendar was prepared
- Academic Plan Book designed by the IQAC; is submitted at the end of every month to the Head of the Department and the Faculty In-charge for monitoring purpose.
- Innovations in the TLE process used. **(Annexure no.3a,b,c,d)**
- Select Departments incorporated a Social Work component; over and above curriculum.
- The IQAC collaborated with Bright Future, an NGO working with school dropouts. Internships for the BA II students from the departments of Psychology, Sociology (English and Gujarati Mediums) and Hindi were scheduled and carried out. The students conducted activities like street plays, chart making, cookery demonstration, best out of waste, for the participants at the NGO. The students prepared reports on their internships

### 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 plan innovative ways of evaluating students for their internal assessment.
- 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

- College Research Cell “Sampreshan” organized workshops for faculty on a workshop on ‘Applying for Minor Research’ on 12th August, 2014. **1 Minor Research applications was submitted to the UGC.**
- A workshop on ‘Applying for Major Research’ was organized on 21st August, 2014. **3 Major Research proposals were submitted to the UGC.**
- College Journal ‘Concept’ has received an International Index Number, 2394-8922.
- Departments of Commerce and Economics have jointly applied for a National Seminar to the UGC in August 2014.
- Students are encouraged to participate in Research related activities. **(Annexure No.6)**

### 6.3.5 Library, ICT and physical infrastructure / instrumentation (newly added)

Upgrading of library resources/ infrastructure:

- The library committee meets at least 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
- Added 4 new computers to the library network
- Revamping the library LAN for better connectivity
- Books for the IQAC library were procured under UGC XII Plan, IQAC Grant.

Make Library resources accessible:

- The Library has its own website which is linked to the college website; <https://sites.google.com/site/goshahlibrary>.
- Book Bank facility is available to students; during the year, **253** students availed this facility and borrowed **922** books from this collection.
- 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
- Initiatives undertaken for promoting e-resources

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.
- Laptops were given to the following Departments under UGC XII Plan:
  - a) Sociology
  - b) Hindi
  - c) Economics
  - d) Psychology

Upgrading ICT facilities:

- Hardware and software are upgraded as needed.

Infrastructural Additions:

- Flat Screen Television Set with Cable Connectivity was installed in the College Foyer.

Instrumentation Additions:

- Laptops was given to the Research Cell and for the Audio-Visual Room under UGC XII Plan

### 6.3.6 Human Resource Management

To maximise inherent potential:

- Timely circulation of competition notices to students, faculty and non-teaching staff.
- Scholarships, freeships and sponsorships to support students to complete their graduation and post-graduation
- ICT training and resources are made 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 arranged.
- The IQAC in association with Swami Vivekananda Kendra arranged for an awareness lecture on “Safal Yuva Safal Bharat” on 8 August 2014. Thereafter in the month of January 2015, Swami Vivekananda examination was held.

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

### 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 rented out on public holidays 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 'Mutthi Anaaj Daan', Blood Donation Camps, Awareness programmes on Rubella, Thalassemia, 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?

The Officiating Principal attended a meeting called for by the Vice-Chancellor regarding autonomy in affiliated/ constituent colleges.

6.11 Activities and support from the Alumni Association

- Alumni were invited as Resource Persons :
  - a) Ms. Sajeda Ansari conducted a workshop for Parents, the programme was organised by Department of Home Economics(Child Care)
  - b) Ms. Chayya Ega, Ms. Manisha Sharma, Ms. Deepti Shukla, and Ms. Soni Nadar, were invited by the Department of Accountancy to motivated Final Year B.Com students.
  - c) Ms. Poonam Dedhia was invited to speak to TY Foods and Nutrition students on Careers in Foods
  - d) Toppers in various subjects under the Commerce faculty were invited to motivate and guide the Third year BCom Students
- Ms. Anjali Kamble, well known singer and our Alumna was invited as a judge during the College Annual Day function. She was also invited as a special guest for the programme celebrating Marathi Bhasha Din: “Poet Kusumagraj’s Birth Anniversary”.
- Our Alumna Ms. Snehal Subramanian was appointed as the College Counsellor
- Ms. Vaishanavi Verma, Alumna was appointed as Assistant Professor in the Department of Psychology.
- Ms. Bharati Patel, our alumni who runs her own gas cylinder agency facilitated the procurement of 18 new gas stoves for the Food Science Laboratory.

6.12 Activities and support from the Parent – Teacher Association

- 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. Bharati Narvekar, Registrar 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.
- Mr. Akbar, Grade D employee has completed his graduation and is now encouraged to complete his Post-graduation. He was felicitated on 01<sup>st</sup> August, 2014, during Foundation Day celebrations.
- A workshop series for the Administrative staff was conducted by Mr. Jignesh Sanghavi, Trainer, Divine Living. (**Annexure No.7**)

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

- Collaboration with the NGO Stree Mukti Sangathana.
- Checking the feasibility for setting up solar panels for meeting the partial energy requirements.
- 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.
- Only CFL and LED lamps are fixed for lighting.
- Paryavarn Shala (A School for Environment Studies) was inaugurated on 4 December 2014.
- Instant Messenger Service in order to save paper.
- All departmental reports and internal audits are submitted as a soft copy.

## 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.

- **Collaboration with the NGO Stree Mukti Sangathana:** We dispose off the paper waste to the NGO Stree Mukti Sangathana. In return, the NGO gives the college recycled papers worth the 60% of the total value of the waste. The rest 40% of the total value amount is donated to the NGO. Thus we support the NGO that works for the upliftment of downtrodden women.
- **Introduction of Messenger Service for Notice Circulation:** We have adopted a telephone messenger service for circulation of official notices. This has primarily helped us in the use of papers and also made circulation of messages quick and effective, as the administrators can easily send reminders.
- **Ramp for the Old and Disabled:** The College has constructed a ramp at one end of the building so that the wheelchair bound students and visitors can easily enter and exit the college premises. Besides, the ramp is useful also to those who are old and infirm.
- **Special Prize for Students of Weaker Sections and Minority Sections:** On the 15<sup>th</sup> of August special prizes were given to these categories of students as an incentive for their academic achievements.
- **Earn while you Learn:** Research Cell, Psychology Department and Hindi Department have research assistants and teacher assistants, who are current students. This benefits the students as they receive work experience, over and above remuneration.
- **Quizzing through Notice Board:** Students have developed a love for general knowledge and quizzing as quiz questions are put up on the notice board regularly and the winners are given a certificate at the end of the year.



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

S.No	Plan	Action Taken Report
1.	Setting up Solar Panels	The feasibility for setting up solar panels for the partial energy requirement was discussed and three companies that manufacture solar panels visited the premises and handed in their quotations. The proposal is under consideration.
2.	Repair Bird Nets	We have put up proposal to repair bird nets at various places in the college. The repairing is underway.
3.	Creative Visibility to Non-Teaching Staff	The college magazine “Vageeshwari” created a special section titled ‘Drishtikon’ for incorporating articles by the Non-Teaching staff members.
4.	Instituting Special Prizes for students from the Weaker Sections and Minority Sections	On the 15 <sup>th</sup> of August special prizes were given to Weaker Sections and Minority Sections students as an incentive for their academic achievements.
5.	Introduce Instant Messenger Service for faculty	We have adopted a telephone messenger service for circulation of official notices.

7.3 Give two Best Practices of the institution (**Annexure No. 8**)

<ol style="list-style-type: none"> <li>1. “Mutthi Anaaj Daan”</li> <li>2. Waste Paper Management</li> </ol>
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#### 7.4 Contribution to environmental awareness / protection

Paryavarn Shala (A School for Environment Studies) was inaugurated on 4 December 2014. The school, conducts activities related to environmental issues. This is an initiative of Paryavaran Dakshata Manch (PDM), an NGO that works to spread issues related to environment. The volunteers of Paryavaran Dakshata Manch conducted following activities in the college:

- Students watched a film on natural resources. They also held street plays on various topics. (16 December 2014)
- PDM showed a slide show on bio diversity. The volunteers of PDM taught students to make paper bags. (08 January 2015)
- Students saw a slide show on waste management. Students participated in a quiz about nature and types of waste. (27 January 2015)

Other Activities:

- Naat Pashchimi Ghatanshi, a Marathi film on bio diversity of the western ghats was show to students and faculty members on 22 November 2014
- Students visited an exhibition on rocks, minerals and fossils at Mumbai University in February 2014.
- Students visited Maharashtra Nature Park on 28 November, 2014.
- Teachers and students visited J. J. School of Arts for an Origami exhibition in December 2014.

7.5 Whether environmental audit was conducted?      Yes       No

The Energy Audit is conducted by the College every alternate year. The Audit was last conducted in 2014-2015

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

- The College is in the process of applying of grants under RUSA (Rashtriya Ucchatar Shiksha Abhiyaan)
- The College has applied to the UGC for grant under College with Potential for Excellence.
- The College is in the process of creating a linkage with the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalay, Wardha to offer degree and diploma courses in the Distance education mode.
- Co-hosted the Regional Yuva Mahotsav a cultural programme of the SNTD Women's University for the year 2014-2015. College won the Overall Literary & Dance trophy and the Runner-up Trophy at Regional round of Yuva Mahotsav 2014-2015. College won the Overall Literary and Runner-up Trophy at Yuva Mahotsav Grand Finale, 2014-2015.
- College won the prestigious BMA (Bombay Management Association) Trophy for the second consecutive year.
- For their contribution in the field of education and towards the society, Mrs. Archana Patki, Officiating Principal, Department of Psychology; Mrs. Renuka Prajapati, HoD, Economics; Dr. Bhavna Dubey, Associate Professor, Department of Sociology were felicitated by the Lion's Club on the occasion of Teacher's Day.
- Department of Psychology co-organized the 22nd Annual Conference of the Bombay Psychological Association titled 'Overcoming Odds and Pushing Boundaries: A Psychological Perspective', organized in collaboration with our college's Department of Psychology on 6th February, 2015.
- As part of the Swachh Bharat Abhiyan, the College NSS Unit cleaned and beautified King's Circle Station; which was appreciated by the residents and reported and lauded by the Press and social networking sites. The college is now in the process of adopting the railway station to beautify and maintain cleanliness of the station.
- Mrs. Prabha Nair, Co-ordinator, Mass Media; was selected to represent India for the International Leaders Educational Program (ILEI) in Washington D.C. -America.
- SYBMM student, Revathi Batola was shortlisted for the Community College Initiative Program by the Bureau of Educational and Cultural Affairs (ECA) of the United States, a scholarship administered by the Community College Consortium. The CCI program provides participants with opportunities to expand on academic skills in specific fields of study, experience U.S. culture and share their culture with U.S. communities.
- Mrs. Renuka Prajapati, NSS Programme Officer, was appointed as NSS Zonal Co-ordinator and she is a Member of the NSS Advisory Board of SNTDW University; UMIT, S.V.T. College of Home Science and LJNI College.

8. Plans of Institution for the next Year

- Applying for funds under Rashtriya Uchchar Shiksha Abhiyaan (RUSA)
- Monitoring of the revised KRAs through regular interactions with the teams
- Redesigning Teacher Assessment Questionnaire and make it an on-line process
- Establishing atleast one new linkage for curricular development and teaching-learning
- Converting the IQAC newsletter as an e-edition
- Arranging workshops for students, teaching faculty and non-teaching staff
- Redefining the process for Internal Academic 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

• • •

## **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 1a



ANNEXURE 1b



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**  
 विररविद्यालय 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 (CrWGP <sub>i</sub> )	Criterion-wise Grade Point Averages (CrWGP <sub>i</sub> / $W_i$ )
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
<b>Total</b>	$\sum_{i=1}^7 W_i = 1000$	$\sum_{i=1}^7 (CrWGP_i) = 3610$	

$$\text{Institutional CGPA} = \frac{\sum_{i=1}^7 (CrWGP_i)}{\sum_{i=1}^7 W_i} = \frac{3610}{1000} = \boxed{3.61}$$

Grade = A      Descriptor = VERY GOOD

Date : October 25, 2013



*Sumanjit Singh*  
Director

- This certification is valid for a period of Five years with effect from October 25, 2013
- An institutional CGPA 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/46/BAR/22

**ANNEXURE 2a**

**PAPER PRESENTATION BY FACULTY**

<b>S.No</b>	<b>Title</b>	<b>National/International</b>	<b>Name of the Faculty &amp; Dept.</b>	<b>Date</b>	<b>Organized By</b>
<b>1</b>	CSR: Towards Prospective and Developmental Growth	National Seminar on Challenges And Opportunities In Emerging Market Economics	Dr. Seema Gosher; Accountancy	24-25.03. 2015	Maniben Nanavati College, Vile Parle-west
<b>2.</b>	Education for Social Change	National seminar		1.4.2015	LJNJ College-VileParle east
<b>3</b>	e-tailing in India 2020: Leap Towards Growth	National Seminar On Resurgent India :2020		6.4.2015	SNDT – Churchgate
<b>4</b>	A Study Of Retailers to Measure Service Output Demand Level Provided by HUL with Reference to Rural Area of Thane District	National Level Conference on Key To Success for Managing Global Business in Turbulent Times		1.3.2015	M.J.College of Commerce, M.K. Bhavnagar University
<b>5</b>	Talent Management in Today's Business Scenario'	International Conference Business in Present Scenario	Dr. Shobha Dedhia; Commerce	27-29.03.2014	Dept of Commerce, Osmania University, Hyderabad
<b>6</b>	Impact of Mergers And Acquisition on Employee Behaviour	National Changing Trends & Sustainable management Practices: Development & Dimensions in the area of Commerce		19.04. 2014	Dept of Commerce, University of Mumbai and Kamladevi College of Arts & Commerce, Kalyan
<b>7</b>	Inclusive Growth in Education Sector	International Inclusive Growth		9. 08. 2014	Maniben Nanavati College, Vile Parle
<b>8</b>	Women Education in India: Still a Challenge of a Decade	International Women Empowerment		11.10.2014	Kishanchand Chellaram (KC) Law College, Churchgate, Mumbai



9	Post 1950 Changing Buying Behavior of Consumers	National Seminar	Mrs. Renuka Prajapati; Economics	27. 02.2015	SNDT Arts & Commerce College
10	Financial Inclusion Through Micro-finance”	International Conference on Inclusive Growth.	Dr. Daksha Dave; Economics	9. 08. 2014	Maniben Nanavati Women’s College
11	Institutional Support to Women Entrepreneurs with Special Reference to SIDBI	International Conference		20.08. 2014	Gandhi Shiksha Bhavan and Smt Surajba College of Education, Vile Parle.
12	Effects of Digital Resources on Research Methodology	National Conference		10.01. 2015	Guru Narayan College
13	Public Private Partnership in infrastructure: Issues and Challenges in india	UGC sponsored National seminar		24 and 25. 03.2015	Maniben Nanavati Womens College Vile Parle (West).
14	Extent of Poverty Among Women with Reference to Health and Education	International Conference on Indian Political and Economic Scenario: Issues, Opportunities and Challenges	Mrs. Jyotsana Lal; Economics	20.12. 2014	Chandrabhan Sharma College of Arts, Science and Commerce, Powai
15	Corporate Jeevan Va Hindi Kahani	National Seminar on Samakalin Kahani:Vichar,Vinyas Aur Sarokar	Dr Usha Mishra; Hindi	23.3.2015	S.I.E.S.College, Sion,Mumbai
16	Sahitya Main Naitikata Ka Takaza	National Conferance		17.2.2015	Hindustani Prachar Sabha,Mumbai
17	Dusara Saptak Aur Bhavani Prasad Mishra	National Seminar on Bhavani Prasad Mishra:RachanaSheelata Ke Vividha Aayam		17.7.2014	Dusara Saptak Aur Bhavani Prasad Mishra
18	Vinod Das Kee Kavitaon Main Bazarwad	National Seminar on Bhumandalikaran:21vi Sadi ke Pratham Dashak Ka Hindi Sahitya		12.2. 2014& 13.2.2014	Khalsa College, Matunga, Mumbai
19	‘Changing Consumer Behaviour in context to Indian Women: Challenges & Prospects’	Interdisciplinary national Conference on ‘Vision India: The Road Ahead’	Dr. Shubhangi Kulkarni; MCom	27 & 28. 01 2015	Cosmopolitan Valia College of Commerce, Andheri (West)

20	A study on Impact of Television Advertisements & its impact on Children's buying behavior leading to excessive consumerism'	UGC Sponsored National Seminar		24.03.2015	Maniben Nanavati college, Vile-Parle
21	"A study of consumer loyalty programs and its impact on consumer purchase behaviour"	UGC sponsored one day National conference	Ms. Shital Pawar; MCom	21.11. 2014.	Dnyansadhana College on "Emerging Trends in Banking, Commerce and Insurance: Opportunities, Challenges and Strategies"
22	"A study of influence of nutrition labeling of packaged food products on consumer decisions in Mumbai"	Interdisciplinary National Conference on "Vision India: The Road Ahead"		27 & 28. 01. 2015	Cosmopolitan's Valia College, Andheri
23	'A Study of Factors Affecting Online Shopping Behavior of Women Consumers in Mumbai City'	International Conference	Ms. Najmunnisa Shaikh; MCom	11 & 12.04. 2014	Lalarajpatrai College of Art's and Commerce, Mahalaxmi.
24	A Study of Ethical, Social and Political Issues in E-Commerce	International Conference		11 & 12.04. 2014	Lalarajpatrai College of Art's and Commerce, Mahalaxmi
25	Measuring Corporate Social Responsibility as an Actionable Business	Gujarat Samaj Shastra Parishad, on Development, Diversity & Democracy in Region	Dr. Bhavana Dubey, Sociology	28&1. 03. 2015	Gujarat Samaj Shastra Parishad, Bhavnagar on Development, Diversity & Democracy in Region
26	Can Teachers be Replaced by Technology	All India Sociological Conference	Mrs. Shanthi Seshadri; Sociology	29.11-1.12. 2014.	All India Sociological Conference, Varanasi

## ANNEXURE 2b

### UGC Short Term Courses

**Dr. Shobha Dedhia:** “Challenges in Higher Education” at Academic Staff College, Rajkot from 24-11-2014 to 30-11-2014

**Mr. Vasant Pansare:** “Mentoring Students for their Progression” from 15 Dec 2014 to 20 Dec 2014 at Academic Staff College, Mumbai

**Ms. Ashwini Prabhu:** “Library Automation” ASC, Goa Univ 15 Sept 2014 to 20 Sept 2014

**ANNEXURE 3a**

**OTHER INNOVATIVE TEACHING-LEARNING- EVALUATION METHODS USED**

<b>Teaching-Learning-Evaluation Methods</b>	<b>Department</b>
Skits and Role Play	<b>English:</b> Social Issues <b>Psychology:</b> Mobile Addiction, Violence on Women <b>Foundation Courses:</b> Current Social Issues <b>Nutr. &amp; Meal Mngt:</b> Importance of Breast Feeding
Film Screening & Discussions	<b>Foundation Courses:</b> <i>Matrubhumi, ,Do Bigha Zameen, Provoked, Bombay, Water,Mardani, Tamas, Dor, Shootout at Wadala, Jalwa, Bhopal, Badlapur, Hari-Bhari, Black Home, Hiroshima,</i> <b>Hindi:</b> <i>Rajnigandha; Samaya ki Dhara; Swami; Mahabharat,aapaka Banti,Rehamat Ke Farishte,Dharti Ab Bhi Ghoom Rahi Hain,Mohandas,Tahreer, Tamas,Aana Na Aana Ramkumaar Ka,Jeena Yahan.</i> <b>BMM:</b> <i>Barfi; Up; Anari; Awara</i> <b>Psychology:</b> <i>Babies,The Namesake.</i> <b>Child Development:</b> <i>Daddy Day Care</i> <b>Commerce:</b> <i>Guru, Rocket Singh, Dewul, Steve Jobs</i>
Power Point presentations	Psychology English Foundation Courses Sociology BMM BMS Child Development Accountancy
Public Speaking	English
Lecture Demonstration	Nutrition & Meal Management
Internship and Summer Training, Field Work	MA Counselling Psychology BMM BMS Child Development MCom MA Hindi

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.
Poster and Chart Display	Foundation Courses: Women and Crime, Recycling, Environmental Issues. English: Save Trees and Recipe Writing Economics: Sex ratio and Census data 2011 Child Development: Child Care
Quiz Contest	Economics
Remedial Lectures	Economics
Book Discussions	Psychology, MA Hindi

**ANNEXURE 3b**

**GUEST LECTURES ORGANISED**

<b>Department</b>	<b>Date</b>	<b>Resource Person</b>	<b>Topic</b>
<b>Accountancy</b>	12-8-2014	Ms. Sushma Bhoir	Power point Presentation Skills
	13-8-2014	Ms. Varsha Palkar	Women and Health
	22-8-2014	Mrs. Madhavi Sathe	Importance of Nutrition
	10-12-2014	Mr. Kashyap Ganatra	Corporate Taxation
	21-11-2014	CA Madhuri Bangar	Corporate Auditing
	09.12.14	ICA. Institute of Computer Applications	E-filing, Computerised Accounting
	15.12.14	Snehal Subramaniam	Stress Management.
	16.01.15	CA Rohit Chandan	Issues in Income Tax.
	24.02.15	CA Ashok Jain	Issues in Management Accountancy
	16.03.15	Ms. ReshmaMurli	Interview Skills and Resume-Making
<b>Child Development</b>	11.03.15	Ms. Sarita Kasaralkar	Orientation in Early Childhood Course
	30-1-2015	Dr. Seema Gosher	Banking and Loan Facilities for opening a centre
<b>Foods and Nutrition</b>	14-3-2015	Ms. Jay	Entrepreneurial Opportunities
	12-2-2015	Dr. Seema Gosher	Break even Analysis
	14-2-2015		Books of Accounts
	26-2 2015	Ms. Poonam Dedhia	Careers in Foods
<b>Foundation Courses</b>	26.9.14	Mrs. Renuka Prajapati	Globalisation
	27.9.14	Mrs.Varsha Palkar	Women, Health & Hygiene
	3.2.15	Dr. Daxa Dave	Census of India
	20.3.15	Ms. Reshma Murali	Stress Management

	24.3.15	Dr. Hina Shah	Issues of the Elderly
<b>Hindi</b>	10-10-14	Mr. Milind Inamdar, Natya Vibhag, Mumbai University	‘Swatantryoutar Hindi Natkhon ka Rangmanchiya Vishleshan’
	21.2.2015	Eminent poet Shri Vinod Das	‘Kavita Ka Rasaswad’
	24.3.2015	Mr. Rajendra Rawat, Film critic and Member of Censor Board	‘Pathyakram kee Kahaniyan aur unpar Bane Dharavahikon main Samya aur Vaishamya’
	25.3.2015.	Mr. Chetan Mathur, Director T.V. Serial and Documentary	‘Sahitya aur Doordarshan ka Antahsambandh’
	30.3.2015	Dr. Narendra Mohan, eminent poet, critic and play writer	‘Aapatkal aur Aapatkalottar Sahitya’
<b>Management Studies</b>	18 <sup>th</sup> July 2014.	Mr. Kashyap, Investment Consultant	‘Financial Investments & Environment’
	6 <sup>th</sup> December 2014	Mrs. Parveen Kaur, Dahanukar College	‘Best Practices In Human Resources Management’
	14 <sup>th</sup> February 2015	Ms. Dharal Madhvani, Sr. Marketing Executive at Zigitza Health Care Limited	‘Functioning of Advertising Agencies’
<b>Mass Media</b>	13 <sup>th</sup> December 2014.	Mr. Anil Deshmukh a Copywriter & Dialogue Writer	‘Creative Writing’
	22 <sup>nd</sup> Jan’ 15	Mr. Chetan Mathur, Film Maker	Critical Appreciation of a film
	30 <sup>th</sup> Jan’ 15	Mrs. Madhura Surpur, Anchor with ABP News	Anchoring skills

	7 <sup>th</sup> Feb.15.	Mr. Prashant Jadhav of Zee 24 Tass	Online (Web) Journalism
	5 <sup>th</sup> Feb.15'	US Diplomat Mr. Richard Zielinsky	Interview skills required to interview a diplomat and "World History of US" on the life of Martin Luther King Jr. & Abraham Lincoln.
	18 <sup>th</sup> March 2015	Mr.Hemant Kombrabail, Faculty , Somaiya College	'Marketing: Opportunities & Challenges'
	19 <sup>th</sup> March 2015.	Mr. Keegan Pinto, Creative Head-MTV	Copywriting
<b>Masters in Marketing Management</b>	8 <sup>th</sup> Jan. 2015	K.G.Shah Department of Management Studies	Marketing and Stock Exchange
<b>Psychology</b>	26 <sup>th</sup> September 2014.	Ms Anuja Deshpande, Assistant Professor, Maniben Nanavati Women's College	'REBT'
		Ms. Anureet Sethi , Clinical Psychologist, Hiranandani Hospital ,Powai.	'Play Therapy'
	20 <sup>th</sup> March,2015	Dr. Dhaval Mody, Vriddhi Foundation	'Transactional Analysis'
<b>Sociology</b>	July 11 <sup>th</sup> 2014	Ms. Ashwini Prabhu, Librarian	'Census & India Stat.Com Data Base'
	Aug 14 <sup>th</sup> 2014	Mr. Sachin Dedhia, Cyber Crime Expert	'CYBER CRIME'
	March 10, 2015	Mr. Kamlesh Sawal	'Corporate Social Responsibility'



**ANNEXURE 3c**

**VISITS/ STUDY TOURS ORGANISED**

<b>Department</b>	<b>Date</b>	<b>Visit to</b>
<b>Home Economics- Child Development</b>	3 <sup>rd</sup> September, 2014.	Manav Seva Sangh
	20 <sup>th</sup> August, 2014	Vikas Vidyalaya for Auditory Challenged Children
	14 <sup>th</sup> August, 2014	Shraddhanand Mahila Ashram
	17 <sup>th</sup> September, 2014	Meera Vidyalaya for Mentally Challenged Children
	19 <sup>th</sup> September, 2014.	Kamala Mehta School for the Blind
	20 <sup>th</sup> Feb, 2015	Unnati Toy and Book Library
	28 <sup>th</sup> February, 2015.	Cosmikids International Pre-School and Day Care Centre
	13 <sup>th</sup> March, 2015.	Sweta's Sunshine, Mother-Toddler Centre
<b>Commerce &amp;Accountancy</b>	27-28 Feb 2015	Chinchani, Boisar
	10 <sup>th</sup> January, 2015	Bombay Stock Exchange
<b>Economics</b>	12th to 14th Feb.2015.	Matheran
<b>Foundation Courses</b>	23.8.14	Nehru Centre
	13.10.14	Sarvodaya Temple
	4.2.15	Godrej Mangroves
	23.3.15	Mahim Nature Park
<b>Management Studies</b>	28 <sup>th</sup> & 29 <sup>th</sup> November 2014	Bisleri Factory in Kamshet Pune, Mapro factory
	12 <sup>th</sup> January 2015 to 16 <sup>th</sup> January 2015	Kagzi Handmade Paper, Jaipur Dairy & Autopal Excellence in Lighting.
	13 <sup>th</sup> August 201	Bombay Stock Exchange
<b>Mass Media</b>	4 <sup>th</sup> March 2015.	US Consulate library
	12 <sup>th</sup> & 13 <sup>th</sup> March 2015.	Maganlal Chikki Factory, Lonavala

**ANNEXURE 3d**

**SEMINARS AND WORKSHOPS ORGANIZED**

<b>Date</b>	<b>Department</b>	<b>Title of the Workshop</b>	<b>Resource Person</b>
10.12.14	<b>Accountancy</b>	E-filing of IT Returns, TDS Returns, Excel Accounting	Faculty from ICA
28.7.14 to 14.9.14	<b>Commerce</b>	Global Financial Markets	Bombay Stock Exchange
15.12. 2014	<b>Masters in Marketing Management</b>	“Preparing for Internship”	Ms. Melina Peirera.
11-6-2014 to 9.7.2014	<b>Psychology</b>	Add-On Certificate Course in Orientation to ‘Basic Skills in Counselling and Psychological Assessment’ 15 training sessions were conducted for M.A students by professionals and faculty members from the field of psychology	Dr. Avinash Desousa Ms. Alpa Alure Ms. Vaishnavi Verma Ms. Reshma Murali Ms. Snehal Subramanian
25-8- 2014		UGC sponsored One-Day National Seminar on ‘Resilience: The Ordinary Magic	
5 to 10- 1 2015		Career Guidance	Samvedna Counselling Centre
Throughout the year		Need based life skill workshops The topics that were covered in this program are on Self-awareness, Communication skills, and Academic Skills and Time Management, Anger Management and Stress Management.	Samvedna Counselling Centre`

14-3- 2015		Career Fair The Placement Cell and Samvedna Counselling Centre	Ms. Kirti Panjwani, Ms. Neeta Mehta and Ms. Sanjeeda Ansari, Mr. Sanjeev Nigam, Ms, Neha Naik, Mr. Samir Gangar, Ms. Pratibha Jain, Ms. Krithika Murlidharan, Mr. Gaurav Karnik, Mrs. Mira Desai
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#### ANNEXURE 4a

#### LIST OF TEACHING FACULTY ON ACADEMIC BODIES

Board of Examination Faculty of Arts, Member	Dr. Suman Jain
Faculty of Social Science, Member Board of Studies, Sociology	Dr. Bhavana Dubey (Co-opted Member)
Faculty of Commerce, Member Board of Studies, English (Ad Hoc)	Dr. Kaveri Pal
Board of Studies, Accountancy (Ad Hoc)	Dr. Seema Gosher
Board of Studies, Management Studies (Ad hoc)	Dr. Shobha Dedhia

#### ANNEXURE 4b

#### LIST OF TEACHING FACULTY ATTENDING CONTENT ANALYSIS WORKSHOPS

Mrs. Renuka Prajapati Dr. Daxa Dave Mrs. Jyotsna Lal	On 6th Aug 2014, a workshop on “Content Analysis and Preparation of Question Bank” was organized for Sem-I paper I and II. Mr. Prabhu from MEAC was invited as Chief Guest to inaugurate the workshop and as a Resource person. Dr. Suresh. Dhake, Senate member and BOS chair person, Department of Economics was invited as Chief Guest for the Valedictory
Dr. Renuka Munagala Mrs. Nidhi Savai Mrs. Hemlata Singh Mrs. Soumya Nichani	A workshop on content analysis for all the subjects for S.Y.BMS at Nanavati College on 10 <sup>th</sup> January 2015

**ANNEXURE 4c**

**LIST OF TEACHING FACULTY APPOINTED ON SYLLABUS RESTRUCTURING COMMITTEES**

Mrs. Renuka Prajapati	Syllabus Restructuring Committee of BoS Economics Dept. at SNDT University on 30 <sup>th</sup> Sept. , 1 <sup>st</sup> Oct 2014 and on 27 <sup>th</sup> & 28 <sup>th</sup> Jan 2015.
Mrs. Archana Patki Ms. Vaishnavi Verma	Syllabi revision held on 23 <sup>rd</sup> December 2014, 13 <sup>th</sup> January 2015 and 4 <sup>th</sup> February 2015 for the subjects Developmental Psychology, Counselling Psychology, Abnormal Psychology and Health Psychology.
Mrs. Radhika Soman	Special Invitee on the Committee for Restructuring the B.A. I & B.A.II Sociology syllabus by the Board of Studies, Sociology at the SNDTWU

**ANNEXURE 5a**

Academic Calendar 2014-15														
I ST Term														
B.A./B.Com/EM S/EMM														
Jun-14			Jul-14			Aug-14			Sep-14			Oct-14		
Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title
9	Mon	College reopens	1	Tue		1	Fri	Foundation Day	1	Mon		1	Wed	
10	Tue		2	Wed		2	Sat		2	Tue		2	Thu	Gandhi Jayanti
11	Wed		3	Thu		3	Sun		3	Wed		3	Fri	Dasera
12	Thu		4	Fri		4	Mon		4	Thu		4	Sat	
13	Fri		5	Sat	Orientation for FY	5	Tue		5	Fri	Teacher's Day	5	Sun	Bakri Id
14	Sat		6	Sun		6	Wed		6	Sat		6	Mon	
15	Sun		7	Mon	FY Classes begin	7	Thu		7	Sun		7	Tue	
16	Mon	BA, Bcom, BMS, BMM II, III	8	Tue		8	Fri		8	Mon	Anant Chaturdashi	8	Wed	90 Teaching days for SY, TY
17	Tue		9	Wed		9	Sat		9	Tue	Project Submission	9	Thu	
18	Wed		10	Thu		10	Sun	Raksha Bandhan	10	Wed			10	Fri
19	Thu		11	Fri		11	Mon		11	Thu		11	Sat	Dept. Meetings
20	Fri		12	Sat		12	Tue		12	Fri		12	Sun	
21	Sat		13	Sun		13	Wed		13	Sat		13	Mon	
22	Sun		14	Mon		14	Thu		14	Sun		14	Tue	
23	Mon		15	Tue		15	Fri	Independence Day	15	Mon		15	Wed	
24	Tue		16	Wed		16	Sat		16	Tue		16	Thu	
25	Wed		17	Thu		17	Sun		17	Wed		17	Fri	
26	Thu		18	Fri		18	Mon	Gopal kala	18	Thu		18	Sat	
27	Fri		19	Sat		19	Tue		19	Fri		19	Sun	
28	Sat	Dept. Meetings	20	Sun		20	Wed	Internal Assessment FY, SY, TY	20	Sat	Internal Marks Submission FY, SY, TY	20	Mon	Diwali Vacation begins
29	Sun		21	Mon		21	Thu		21	Sun		21	Tue	
30	Mon		22	Tue		22	Fri		22	Mon		22	Wed	
			23	Wed		23	Sat		23	Tue		23	Thu	
			24	Thu		24	Sun		24	Wed		24	Fri	
			25	Fri		25	Mon		25	Thu		25	Sat	
			26	Sat	Dept. Meetings	26	Tue		26	Fri		26	Sun	
			27	Sun		27	Wed		27	Sat	Dept. Meetings	27	Mon	
			28	Mon		28	Thu		28	Sun		28	Tue	
			29	Tue	Ramzan Id	29	Fri	Ganesh Chaturthi	29	Mon		29	Wed	
			30	Wed		30	Sat	Dept. Meetings	30	Tue		30	Thu	
			31	Thu		31	Sun					31	Fri	

## Academic Calender 2014-15

### IInd Term

B.A./B.Com/BM/BMM

Nov-14		Dec-14		Jan-15		Feb-15		Mar-15		Apr-15		May-15		
Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title
10	Mon	College Reopens	1	Mon		1	Thu		1	Sun		1	Wed	
11	Tue	BMM II, III lectures begin	2	Tue		2	Fri		2	Mon	ATKT Exam s ends	2	Thu	MAHAVIR JAYANTI
12	Wed		3	Wed		3	Sat		3	Tue		3	Fri	GOOD FRIDAY
13	Thu	BMS II, III lectures begin	4	Thu		4	Sun		4	Wed		4	Sat	
14	Fri		5	Fri	Students' picnic	5	Mon	College re opens	5	Thu		5	Sun	
15	Sat		6	Sat	Mahaparinirvan Din	6	Tue	GSSM Study Tour	6	Fri		6	Fri	DHULIVANDAN
16	Sun		7	Sun		7	Wed		7	Sat		7	Tue	
17	Mon		8	Mon		8	Thu	Aakar BMS Festival Study Tour ends	8	Sun		8	Wed	
18	Tue	BABoom II & III lectures begin	9	Tue		9	Fri	Aakar BMS Festival	9	Mon		9	Thu	
19	Wed		10	Wed		10	Sat	Best Student Award	10	Tue		10	Fri	
20	Thu	BABoom/BM/BMM Sem I Exams	11	Thu		11	Sun		11	Wed		11	Sat	
21	Fri		12	Fri		12	Mon	BMS I.V.Int. Asses B.A. B.Com. III, IV	12	Thu		12	Sun	
22	Sat		13	Sat	Dandiya rasas	13	Tue		13	Fri		13	Mon	
23	Sun		14	Sun		14	Wed	MAKAR SANKRANTI	14	Sat		14	Tue	DR. AMBESKAR JAYANTI
24	Mon		15	Mon		15	Thu		15	Sun		15	Wed	
25	Tue		16	Tue		16	Fri	BMS I.V. ends	16	Mon		16	Thu	
26	Wed		17	Wed		17	Sat		17	Tue	MAHASHIVRATRI	17	Fri	
27	Thu	BABCom/BMS/BMM I lectures begin	18	Thu	Teachers' Picnic	18	Sun		18	Wed	BMAT trophy Competition	18	Sat	Dept Meeting
28	Fri		19	Fri		19	Mon		19	Thu	DR. SHIVAJI JAYANTI	19	Sun	
29	Sat	Dept Meeting	20	Sat	Dept Meeting	20	Tue		20	Fri		20	Mon	90 Teaching days SY. A.T.Y. FY Marksheet Submission
30	Sun		21	Sun		21	Wed		21	Sat	GUDI PADWA	21	Tue	
			22	Mon	College Annual Day	22	Thu		22	Sun		22	Wed	
			23	Tue	Ratnamataz BMM Festival/ NSS Camp	23	Fri		23	Mon		23	Thu	
			24	Wed	Ratnamataz BMM Festival	24	Sat		24	Tue		24	Fri	
			25	Thu	X MAS	25	Sun		25	Wed		25	Sat	
			26	Fri	X MAS VACATION	26	Mon	REPUBLIC DAY	26	Thu		26	Sun	
			27	Sat		27	Tue	ATKT Sem I, II BABoom, BMS, BMM	27	Fri		27	Mon	Dept Meeting
			28	Sun		28	Wed		28	Sat	Dept Meeting	28	Tue	Ram Navami
			29	Mon	NSS Camp ends	29	Thu		29	Sun		29	Wed	
			30	Tue		30	Fri		30	Mon		30	Thu	
			31	Wed		31	Sat	Dept Meeting	31	Tue	90 Teaching Days FY	31	Thu	

ANNEXURE 5b

SMT MANIBEN M. P. SHAH WOMEN'S COLLEGE OF ARTS AND COMMERCE

Semesters I, III, & V for B.A & B.Com  
2014-2015  
Examination & Attendance

1. Semester III & V begins on 16/06/13 and ends on 08/10/13.
2. Semester I begin from 07/07/14 and ends on 19/11/14.
3. Diwali vacation is from 22/10/13 to 09/11/13.
4. Examination has two parts namely internal assessment and external examination.
5. Internal assessment is for 25 marks & external examination is for 75 marks.
6. Minimum passing marks for internals is 9/25 and minimum passing marks for externals is 26/75.
7. It is compulsory for students to pass in the internals and externals separately by getting the minimum marks.
8. 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 11 and 12 Sept. 2014 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.
9. Semesters I examinations will be conducted by the college and semester III & V examination will be conducted by the SNDT University in October 2014.
- 10. 75% attendance in every subject is compulsory.**
- 11. 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.**
12. Attendance defaulter list will be displayed at the end of every month.
- 13. Students who do not pass in the internals will not be permitted to appear for the external examination.**
14. The list of students Not Permitted (NP) for external examination will be displayed on the students' notice board at end of September 2014.
15. The written internal will be conducted between 19<sup>th</sup> Aug 2014 to 25<sup>th</sup> Aug. 2014 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)

<b>Date</b>	<b>Subject</b>	<b>Teacher</b>	<b>Time</b>	<b>Room</b>
19/08/2014 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	Vaishnavi Verma	9.10 to 10.00 am	18
20/08/2014 Wednesday	Hindi – DC-I/AC I	Usha Mishra	10.30 to 11.20am	6
	History as Heritage	Darshana Buch	12.10- 2.00pm	402
21/08/2014 Thursday	Sociology – AC I	Radhika Soman	10.30 am to 11.20 am	8
22/08/2014 Friday	Food & Nutrition	Madhavi Sathe	8.20 to 9.10 am	Food Lab
	Child Development	Sarita Kasaralkar	8.20 to 9.10 am	10
25/08/2014 Monday	Sociology – DC I	Radhika Soman	9.10 to 10.00 am	8
	Psychology – DCI	Archana Patki	9.10 to 10.00 am	18
26/08/14 Tuesday	English	Gouri Mohan	11.20 to 12.10	8
27/08/14 Wednesday	English	Gouri Mohan	11.20 to 12.10	8
28/08/14 Thursday	Women in Changing India	Darshana Buch	11.20- 1.00pm	402

## Schedule for Written Tests

### BA II (Semester III)

<b>Date</b>	<b>Subject</b>	<b>Teacher</b>	<b>Time</b>	<b>Room</b>
19/8/14 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
	Sociology APC I	Radhika Soman	9.10 to 10.00 am	01
20/8/14 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/AC III	Usha Mishra	8.20 to 9.10 am	6
22/8/14 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
23/8/14 Saturday	Psychology DC- V	Vaishnavi Verma	8.20 to 9.10 am	10
	Sociology DC VI	Radhika Soman	8.20 to 9.10 am	8
25/8/14 Monday	Psychology DC-VI	Archana Patki	8.20 to 9.10 am	7
	Hindi DC VI	Usha Mishra	9.10 to 10.00 am	6

## Schedule for Written Tests

### BA III (Semester V)

Date	Subject	Teacher	Time	Room
19/8/14 Tuesday	Sociology DC IX	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
20/8/14 Wednesday	Sociology DC XII	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
21/8/14 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 APC III	Shanti Sheshadri	8.20 to 9.10 am	15
	Hindi APC III	Kiran Singh	8.20 to 9.10 am	9
22/8/14 Friday	Hindi	Usha Mishra	11.20 to 12.10	
	Sociology DC X	Radhika Soman	8.20 am to 9.10am	15
23/8/14 Saturday	Sociology DC XI	Shanti Sheshadri	9.10 to 10.00 am	15
25/8/14 Monday	Hindi	Usha Mishra	9.10 to 10.00 am	9
	Psychology	Vaishnavi Verma	9.10 to 10.00 am	7

## Schedule for Written Test

### BA I (Semester II)

Date	Subject	Teacher	Time	Room
Monday 12-1-15	Sociology AC II	Radhika Soman	9.10 to 10.00 am	8
	Psychology DC III	Vaishnavi Verma	9.10- 10.00 am	18
Tuesday 13-1-15	Hindi DC IV	Kiran Singh	8.20 -9.10am	6
	Sociology DC IV	Shanti Sheshadri	8.20- 9.10am	8
	Psychology DC IV	Vaishnavi Verma	9.10- 10.00 am	18
Wednesday 14-1-15	Hindi AC II, DC III	Usha Mishra	10.30 – 11.20am	6
	Sociology DC III	Radhika Soman	9.10 to 10.00 am	8
Friday 16-1-15	Food & Nutrition	Madhavi Sathe	8.20 to 9.10 am	Food Lab
	Child Development	Sarita Kasaralkar	8.20 to 9.10 am	10
22,24-1-15	English	Gouri Mohan	12.10-1.00pm	8
27,28-1-15	Personality Development	Darshana Buch	11.20 to 12.10 pm	401
29,30,31-1-15	EVS	Darshana Buch	12.10-1.00pm	401

## Schedule for Written test

### BA II (Semester IV)

<b>Date</b>	<b>Subject</b>	<b>Teacher</b>	<b>Time</b>	<b>Room</b>
Monday 12-1-15	Sociology DC VIII	Radhika Soman	8.20-9.10am	8
	Psychology DC VII	Vaishnavi Verma	8.20- 9.10 am	7
	Hindi APC II	Kiran Singh	9.10-10.00 am	6
Tuesday 13-1-15	Food Commodities II	Madhavi Sathe	8.20-9.10 am	Food lab
	Child Development	Sarita Kasaralkar	8.20- 9.10 am	10
Wednesday 14-1-15	Nutr through the life cycle II	Madhavi Sathe	8.20-9.10am	Food lab
Friday 16-1-15	English	Avaneesh Bhatt		
Saturday 17-1-15	Sociology APC II	Radhika Soman	7.30 -8.20 am	15
	Psychology DC VIII	Archana Patki	8.20- 9.10 am	10
Monday 19-1-15	Hindi DC VIII	Usha Mishra	10.30-11.20am	6
Thursday 22-1- 15	Hindi DC VII/AC III	Usha Mishra	10.30-11.20am	6
Friday 23-1-15	Sociology DC VII, AC IV	Shanti Sheshadri	8.20 -9.10am	8
	Current issues and Problems	Darshana Buch	12.10-1.00pm	401

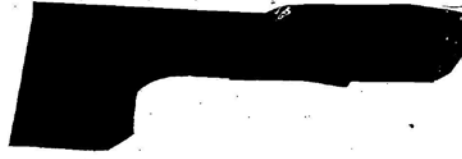
## Schedule for Written Test

### BA III (Semester VI)

Date	Subject	Teacher	Time	Room
Monday 12-1-15	Sociology DC XIV	Radhika Soman	7.30 to 8.20 am	15
	Hindi DC XIII	Usha Mishra	9.10 to 10.00 am	9
	Psychology DC XV	Vaishnavi Verma	9.10 to 10.00 am	7
Wednesday 14-1-15	Sociology DC XVI	Radhika Soman	7.30 to 8.20 am	15
	Psychology DC-XIII	Archana Patki	8.20 to 9.10 am	7
	Hindi DC XV	Usha Mishra	9.10 to 10.00 am	9
Friday 16-1-15	English	Avaneesh Bhatt		
Saturday 17-1-15	Sociology DC XV	Shanti Sheshadri	9.10 to 10.00 am	15
Tuesday 20-1-15	Sociology DC XIII	Shanti Sheshadri	11.20 to 12.10 pm	15
	Psychology DC- XVI	Vaishnavi Verma	11.20 to 12.10 pm	7
	Hindi DC XIV	Kiran Singh	10.30 to 11.30 am	9
Thursday 22-1-15	F.N.	Madhavi Sathe	8.20 to 9.10 am	Food Lab
	Child Development	Sarita Kasaralkar	8.20 to 9.10 am	10
	Sociology ApC IV	Shanti Sheshadri	8.20 to 9.10 am	15
	Hindi DC XVI	Kiran Singh	8.20 to 9.10 am	9
Friday 23-1-15	Hindi ApC IV	Usha Mishra	11.20 to 12.10	6

ANNEXURE 5c

name of the Lecturer



pers. taught

82A

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~~ 2014-15

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 of 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: 104

Assessment /Evaluation of Teaching.

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

P.T.O

792

1300  
5 teaching  
build

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.					✓

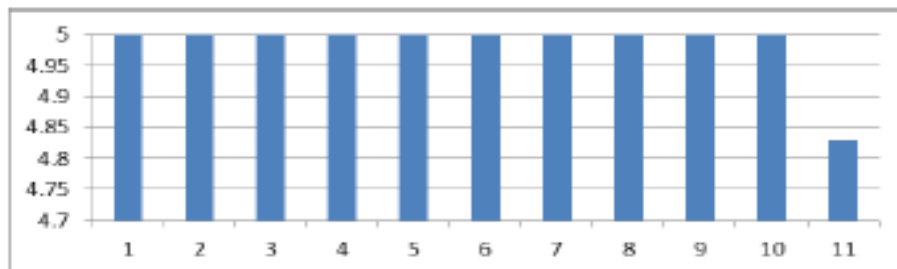
General Evaluation/Assessment.

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					✓

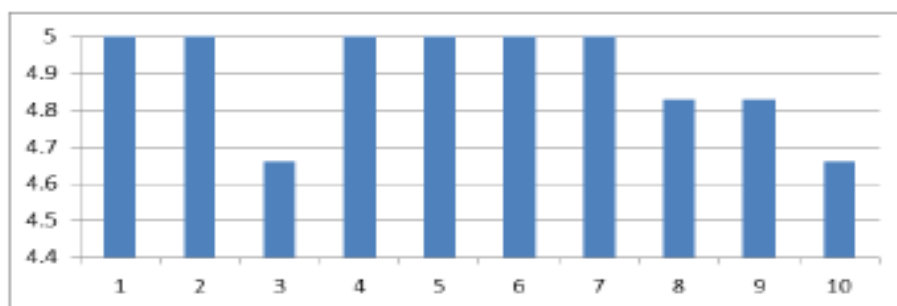


### Teacher Assessment 2014-2015

Name of the Faculty:



1. Lecturer's Command Over Language
2. Lecturer's Knowledge & Command over subject taught
3. Use of Case studies /examples from real life setting (As applicable to the nature of subject)
4. Use of current events in teaching
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



1. Regularity in Taking lectures and Practical
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

**Overall Average: 4.94/5**

**ANNEXURE 6**  
**STUDENT RESEARCH ACTIVITIES**

<b>Sr. No.</b>	<b>Category</b>	<b>Title</b>	<b>Date</b>	<b>Venue</b>	<b>Prizes Won</b>
1.	Intercollegiate Paper Presentation Competition	Globalisation & Social Development	Jan 20, 2015	M.D Shah Mahila College, Mumbai	--
2.	Intercollegiate Paper Presentation Competition	Domestic Violence, Live in Relationships, Environment Pollution & Health	Dec.15, 2014	B.M Ruia Mahavidyalaya, Mumbai	<b>First Prize and Third Prize</b>
3.	Student led Seminar	Retail Banking	15 <sup>th</sup> to 30 <sup>th</sup> January 2015	College	—
4.	BMA- Trophy Research Paper Presentation	Effective approach and methodology in Implementation of CSR activities along with the Case study	Feb. 18, 2015	College	<b>First Prize</b>
5.	National Research Symposium	Pricing, Operating Efficiency & Profitability among commercial banks in India	Aug.16, 2014	S.I.W.S. College, Mumbai	<b>Second Prize</b>
6.	7 <sup>th</sup> International Entrepreneurship Research Conference	29 BMS students participated	Dec. 09, 2014	D.Y.Patil University, School of Management	—
7.	Intercollegiate Paper Presentation Competition	7P's of Marketing	—	D.K.V.C College Thakurli	<b>Third Prize</b>

8.	Workshop	Use of E-resources and Infilbnet in Research	Dec 8 2014	College	--
9.	Research Project	PG students worth 200 marks conducted throughout the second year	--	--	--
10.	Symposium	MCom students participated	August 16 2014	SIWS College	
11.	Students Led Conference	5 MA Counselling Psychology attended and 12 MCom students presented the following papers  “Social Media Encouraging Women Entrepreneurs”  “Comparison between Social Media V/s Traditional Media”  “Social Media as an effective tool for communication”  “New Phase of Social Networking in E-banking”  “Impact of Social Media on E-commerce.”  “Impact of Youtube on Teenagers”	February 13, 14 2015	SNDT Women’s University	

12.	Workshop	Research Methodology  45 Students participated	3 <sup>rd</sup> March, 2015	Department of Commerce and Commerce Teachers' Association, SNDT Women's University, Churchgate	
13.	Paper Publication	Two papers selected out of six of MCom students for publication in <i>Concept</i> , Peer Review Research Journal of College		College	
14	Seminar/Conference /Workshop	6 MA Counselling Psychology students participated in a Seminar on 'Current Concerns in Counselling Youth'	12 <sup>th</sup> August 2014	SNDT Churchgate	
15	Seminar/Conference /Workshop	MA Counselling Psychology students participated in a workshop on 'Childhood Psychology and Management Techniques'	23 <sup>rd</sup> August 2014	Masina Hospital, Byculla	
16	Seminar/Conference /Workshop	MA Counselling Psychology students participated in a Seminar on 'Premarital Counselling: Positivity and	3 <sup>rd</sup> and 4 <sup>th</sup> February 2015	Department of Human Development of Dr BMN College of Home Science in collaboration with the Rotary	

		Affirmation'		Club	
17	Seminar/Conference /Workshop	MA Counselling Psychology students participated in a Workshop on 'Premarital & Marital Counseling'	21st and 22nd February, 2015	Vruddhi Foundation (Sion)	
18	Seminar/Conference /Workshop	MA Counselling Psychology students participated in a National level Conference on 'Indian Armed Forces and Conflict: Political and Psychological Dimensions'	9th August 2014.	Sophia College	
19	Seminar/Conference /Workshop	MA Counselling Psychology students participated in a workshop on 'Research Methodology and Innovations in Research'	10th January 2015.	IQAC of K.C. Law College	
20	Intercollegiate Paper Presentation Competition	"Globalisation & Social Development	Jan 20, 2015	M.D Shah Mahila College, Malad	
21	Intercollegiate Paper Presentation Competition	"Domestic Violence, Live in Relationships Environment Pollution & Health"	Dec.15, 2014	B.M Ruia Mahavidyalaya	<b>First Prize</b>  <b>Third Prize</b>

22	Seminar/Conference /Workshop	BA (Foods & Nutrition) students participated in IDA Mumbai Chapter Symposium on Child Malnutrition: Issues & Challenges	21 Nov 2014	Dr. BMN College of Home Science	-
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## ANNEXURE 7

### Non-Teaching Workshop Schedule 2014-2015

#### Workshops schedule –

Sr. No.	Date	Title of the workshop	Time	No. of Lecturers
1	07/11/2014	Attitude & Anger Control	2.00 p.m. to 4.00 p.m.	1
2	13/11/2014	Attitude & Anger Control	2.00 p.m. to 4.00 p.m.	1
3	20/11/2014	Gratitude & Human Relations	2.00 p.m. to 4.00 p.m.	1
4	27/11/2014	Gratitude & Human Relations	2.00 p.m. to 4.00 p.m.	1
5	04/12/2014	Going Extra Mile	2.00 p.m. to 4.00 p.m.	1
6	11/12/2014	Going Extra Mile	2.00 p.m. to 4.00 p.m.	1
7	29/01/2015	Time Management	2.00 p.m. to 4.00 p.m.	1
8	05/02/2015	Time Management	2.00 p.m. to 4.00 p.m.	1

## ANNEXURE 8

### BEST PRACTICE I

#### **MUTHI ANAAJ DAAN PROJECT (MAD)**

**Goal:**

To make available food grains such as rice and dal to underprivileged students of the college to take care of atleast a part of their nutritional needs.

**Context:**

This is a simple concept started in May 2014 by the NSS Unit of the college in association with the Lions Club of Sion. Every year during the blood donation camp organised by the NSS Unit, it was found that many of our students were unable to donate blood due to poor Haemoglobin levels or because of underweight. These students were also from resource poor background. Thus with the aim of providing such students with food grains and helping to meet a part of their nutritional needs was the main aim of the scheme.

**Practice:**

The NSS Unit implements this scheme every month. All that a donor has to do is put a fistful of grain in a plastic jar over the course of a month and that respective contribution is checked, packed and distributed to the students in need. Careful monitoring is done to make sure that the correct process is being practiced. M.A.D. being tied in with education, only those students continuing with their education are eligible for receiving the donation of grains.

**Evidence of Success:**

The Scheme started with 125 girls who came from areas like Dharavi, Sion and Antop Hill has benefitted 210 students this year.



## BEST PRACTICE II

### WASTE PAPER MANAGEMENT

**Goal:** To recycle and reuse waste paper generated by the college.

To reduce the use of paper in college.

**Context:**

In order to make the campus environment friendly and make the administrative work paper free

**Practice:**

The College was already undertaking steps to make the college eco-friendly such as tree plantation drives every year, conducting an energy audit every alternate year, looking at feasibility of setting up a wet waste pit, water harvesting and installation of solar panels. One more step in this direction was managing the paper waste generated.

The College generates waste paper in form of old answer sheets, old question papers, students' projects, newspapers purchased by the college and waste paper generated from general notices and reports given by the administrative office and departments.

The College thought of 2 ways in which this issue may be handled 1. To reduce usage of paper and 2. To use or recycle the waste paper generated. For the first part the college procured a second hand mobile phone with a data card. This phone is used for posting notices for staff on the WhatsApp group created. This has greatly reduced the use of paper for general notices placed in the staff room. All departmental reports and internal audit reports are send via emails to the IQAC which has also helped in reducing the use of paper.

The second step taken was the college collaborated with an NGO *Stree Mukti Sanghatan* which works for empowerment of women. The NGO collects the waste paper, classifies it according to the quality of the paper, and weighs the total quantity of each quality of paper. The NGO returns back to the college recycled paper sheets or any other type of paper stationary that the college may request as 60% of the total cost of the weighed waste paper. The remaining 40% worth the value of waste paper remains with the NGO. In this way the college not only uses recycled paper but also supports an NGO meant for a good cause.

**Evidence of Success:**

The College received recycled paper as A4 size sheets worth Rs. 5000/- this academic year. The WhatsApp group is effective in communicating important notices to the staff members and no paper is used for these notices.

**Problems encountered and resources required:**

The college has not encountered any problems with both the techniques used for reducing use of paper and efficient use of waste paper.