



Utthaan

Internal Quality Assurance Cell



Volume III, e-Issue II

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Cycle 3 Focus Areas:

Better Record Keeping and Documentation

Involvement of all Stakeholders

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COLLEGE WITH POTENTIAL FOR EXCELLENCE AN HONOUR AND A CHALLENGE!

The College has received the University Grants Commission (UGC) Grant for *College with Potential for Excellence* (CPE). The UGC honour signifies the capacity of the college to achieve targets the college has set for its development as a centre for excellence in education. It is a natural progression after receiving a high 'A' Grade in the NAAC Accreditation (2nd cycle) and also the fulfilment of a proposition given by the NAAC Peer team which visited the College in the month of August 2013.

The selection of the College was through an exhausting process set by the UGC. The proposal prepared by the IQAC, in the first stage underwent comprehensive scrutiny by a panel of high ranking officials of the SNDTWU. The college was placed 2nd out of 6 SNDTWU affiliated colleges that had applied under the same scheme. The proposal was then forwarded to the UGC which invited the Principal for an Interface meeting. We are among the 8 colleges from Mumbai to be awarded this honour and of the 2 select-

ed from SNDTWU.

The Grant places immense responsibility on the Management, the Principal, the faculty members and the non-teaching staff. With focus on student and faculty development, the highlights of the proposal are as outlined:

- setting up of smart classrooms to enhance the teaching-learning experience; more incentives for teachers to participate in research related activities and importantly incentives for students to motivate them for research.
- setting up of a Social Inclusion Cell that can plan and execute urban and rural outreach programmes; nutritional support scheme for students representing the College in Sports, NCC, NSS and Students' Council activities and taking concrete steps in order to create a green campus.
- four aided departments which have been identified as the best performing departments:

- Psychology, Sociology, Hindi and Economics; need to gear up to undertake tasks under the CPE.

- similarly other departments and the various committees need to take on additional challenges to fulfil targets.

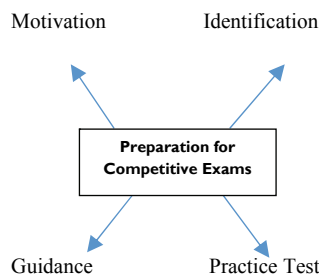
The College awaits the Grant which may be upto a maximum of INR 1.5 crores, to be utilized from 2016 to 2021. During this period the College will be sending regular progress reports to the UGC for which the documentation will be of paramount significance.

The role of the IQAC will be that of a guiding and monitoring body which will lay down the objectives, delegate responsibility and help in the implementation of the set plan. The CPE gives the College varied opportunities and in accomplishing them it establishes the College as a noteworthy institution in the field of higher education.

Ms. Madhavi Sathe
IQAC COORDINATOR

CURRICULAR ASPECTS

Most students, are not aligned towards competitive examinations, which are a gateway to almost every good institutions and jobs in the country. Every day new research is being conducted on education, teaching skills and learning methods which can be used to better the skill component of the syllabi. Motivation, Identification of students, Proper Guidance and Regular Practice test are four channels through which students can be trained properly for competitive examinations.



Following steps should be taken by Placement cell to improve the employability of our students and their placement:

- Preparing Aptitude test paper and motivate the students to solve it.
- Identifying interested students
- Inviting expert faculty for training students on how to prepare for different competitive exams such as UPSC, MPSC, Bank Exam, Railway exams, NET/SET, staff Selection etc.
- Conducting written test and encourage interested students to participate.

Mrs. Jyotsna Lal



Quality is always the result of high intention, sincere effort, intelligent direction and skillful exertion; it represents the wise choice of many alternatives.

As we gear up to take forward our third cycle of Reaccreditation by NAAC, I feel extremely happy and proud to be an integral part of our IQAC. Quality is everyone's responsibility and hence looking for quality in all our endeavors should be our culture with an attitude of

'Don't find fault, find a remedy' as suggested by Henry Ford, let us all move ahead positively in such a way that quality consciousness percolates throughout our Institution.

Our faculty members are ceaselessly working towards achieving institutional goal of empowering girl students through quality education and making them self-reliant.

Our Internal Quality Assurance Committee (IQAC) team is striving

hard to incorporate suggestions given by our stakeholders for betterment of our institutional functioning. Leading our enthusiastic and well oriented team through this quality sustenance process is my dream comes true as a Principal of this college. I wish my team all the best in all their endeavors for this institution.

Dr. Leena Rajan Raje
Principal

TEACHING, LEARNING AND EVALUATION

Learning Management Systems

The field of education has been influenced by ICTs, which have undoubtedly affected teaching, learning, and research. A great deal of research has proven the benefits of Smart classrooms to the quality of education. ICTs have the potential to innovate, accelerate, enrich, and deepen skills, to motivate and engage students, to help relate their learning to work practices, create economic viability for future progress, as well as strengthening teaching. The use of ICT not only enhances learning environments converting classrooms into virtual ones to implement **ICT enabled teaching and learning**, where in students are ac-

quainted with virtual learning, thus, broadening their educative experience; but also prepare next generation for future lives and careers. Skill sets for reaching out to the future of education will involve high levels of ICT and the need for more facilities than didactic teaching roles.

E-learning is organized and managed within an integrated system. Different tools are integrated in a single system which offers all necessary tools to run and manage an e-learning course. It is important for educational institutions to give periodic training to their faculty under **Learning Management Systems** as it is the need of the hour. LMS help to provide unlimited access to e-

learning materials, easily track learner's progress and performance, reduces learning and development time, quickly and conveniently expands e-learning courses, thus integrating social learning experiences.

The CPE status awarded to college will help in creating infrastructure to enhance the quality of the learning and teaching process at the undergraduate level with the help of innovations currently accepted globally. It would be another step in the direction of achieving our mission, "Education for a living and for making a better living".

Ms. Darshana Buch

The will to win, the desire to succeed, the urge to reach your full potential... these are the keys that will unlock the door to excellence.

Confucius

Editorial

A Change of Guard!

We welcome the new Principal Dr. Leena Raje, to the continual efforts to sustain quality in the Institution. A new leadership brings with it novelty of ideas, thoughts and initiatives. We express a positive desire for the crystallization of our common goals.

We also express thanks to outgoing Officiating Principal, Mrs Archana Patki, in encouraging our quality endeavours.

The UGC Honour: College with Potential for Excellence consolidates our belief that ceaseless and consistent efforts put in the direction of achieving and maintaining quality; does bring in the needed boost, the pat on the back, for the members of an Institution. With NAAC merely two years away, the CPE heightens our responsibility to all stakeholders.

This issue will focus on the

IQAC members contextualizing the proposed plan under CPE, and also the skeletal framework for effective implementation of the same. A task which is undeniably gigantic but certainly not unsurmountable.

We wish each member luck in their efforts towards actualization.

Ms. Darshana Buch
Ms. Gouri Mohan
Editors

RESEARCH, CONSULTANCY AND EXTENSION

'Those who choose to teach must never cease to learn'

The Research Consultancy and Extension Cell of our college was founded on this very ideal. Studies show that students who engage in research are twice as likely to graduate and have more successful careers after graduation. The Cell promotes a research bent of mind among the faculty and students by steadfastly encouraging them to take up research based activities. The Cell conducts several programmes to support the staff to enroll for M.Phil and Ph.D programmes, undertake UGC sponsored research projects. The Cell encourages the staff and students to publish their works in leading journals and to present papers at national and international conferences.

Management, knowing the importance of

R&D has been magnanimous to sanction necessary funds for Research and Development. Apart from this, under the 'College with potential for Excellence' (CPE) funding will be done for upgrading research cell via planned activities as under:

- Incentives to teachers such as: Teacher Assistance, Increased seed money for publication, assistance for subscribing to various international and national journals etc.
- Both PG and UG level students will be provided grant like membership funds and printing funds and will be skilled to opt for doctoral studies.
- Also funding is planned for upgrading the in-house Research Journal ('Concept' ISSN Journal) with better

quality of publishing and design to attract reputed scholars and researchers to contribute to the research journal.

- It is also planned to set up Social Inclusion Cell as a part of extension activity and take up 4 Urban and 1 Rural outreach program. For this travel grant is planned to be availed to the students involved in extension activity.

CPE funding will support Research Consultancy and Extension cell of the college to improve the research culture among students and faculty and increase the academic research output.

Dr Shobha Dedhia

INFRASTRUCTURE AND LEARNING RESOURCES

The teaching- learning process requires 3 basic essentials- the teacher, the learner and a conducive learning environment. The teacher as a facilitator can encourage the learner to participate in the process by using elements in the environment to make teaching-learning more interesting.

The classroom gets an exposure to the world- phenomenon which seemed impossible till a few years ago. The World Wide Web which is available for use anytime and over many devices such as the computer, laptop, tablet, mobile phone has made this possible. It opens up numerous possibilities of

making the teaching- learning process more effective, helps to bring the learner to the classroom and become an active participant in the process.

With this aim in mind, the proposal for CPE has made budgetary allocations for turning our basic learning environment, our classrooms into a technologically driven smart classroom that will trigger the students' curiosity and enhance their learning experience. The classroom will be equipped with a laptop, a projector, and wireless network connection. The student and teacher will be able to experiment with Learning Management System which is

intended to make learning more participatory and interactive.

The teacher would be able to bring to class lectures by experts from all over the world, films, documentaries and visuals. The teacher would also be able to conduct quick tests and collect responses from students on the topic discussed in class. For the student, LMS could help every student to learn at her own pace, repetitions and revisions of lectures could be possible and this experience we hope would result in lifetime learning.

Ms. Madhavi Sathe

STUDENT SUPPORT AND PROGRESSION

Comprehensive Support Services

Student support and progression forms an integral part of the activities undertaken by any education institute. Empowering students through education, co-curricular and extra-curricular activities, providing nutritional and mental support as well as imparting specific training and placements, equips students with necessary skills to be a contributing member of the society. Under the CPE grant, we aimed to conduct certain activities that would provide support and aid our students to realize their potential. In today's competitive world, **coaching for competitive exams** is a necessity as it keeps students

aware, motivated, disciplined and regular. We intend on providing interested students coaching for competitive examinations. Apart from the regular syllabi, the students would be coached to crack the competitive exams for government posts like the MPSC, UPSC, NET JRF etc. To meet the demands of the 21st century global economy and to compete in a global marketplace as productive citizens, young generation learners must have a broader range of knowledge, skills, and abilities. Hence, employability skills are the individual qualities and talents that make a valued employee. We propose to provide **coaching for enhancing employability skills** and thereby the journey of campus to corporate will be smoothened. The students would be given coaching for

making resumes, facing group discussions, personal interviews and other soft skills training.

For meeting the mental needs of the students, we intend on starting a free **counseling helpline**. This would give them a platform for sharing their emotional needs without compromising on their identity, thereby providing mental support and maintaining confidentiality. We aspire for providing our students over-all support, apart from academic guidance. With this additional support, the students can progress onto becoming responsible, proactive, contributing citizens of the Nation.

Ms Vaishnavi Verma

*Be a yardstick of quality.
Some people aren't used
to an environment
where excellence is expected.*

Steve Jobs

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

**UGC Status: College
with Potential for
Excellence**

**NAAC Reaccredited
'A' Grade
3.61/4 CGPA**

Smt. Parmeshwaridevi
Gordhandas Garodia Educational
Complex
338 R.A. Kidwai Road
Matunga, Mumbai-400019

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 aboveboard academic and administrative work will eventually withstand the challenges posed by the new competitive era.

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Glossary of Terms

Strategic Management: Strategic management involves the formulation and implementation of the major goals and initiatives taken by a company's top management on behalf of owners, based on consideration of resources and an assessment of the internal and external environments in which the organization competes.

Operations Management: Operations management refers to the administration of business practices to create the highest level of efficiency possible within an organization. It is concerned with converting materials and labor into goods and services as efficiently as possible to maximize the profit of an organization.

GOVERNANCE , MANAGEMENT AND LEADERSHIP

**Administrative Record
Keeping Framework**

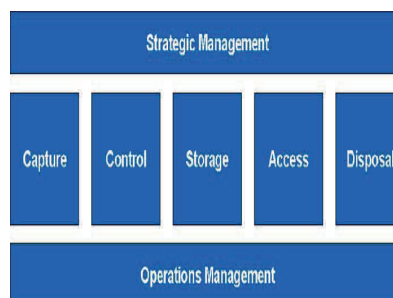
Under the CPE , in order to facilitate record keeping, a policy aimed towards providing an overarching framework for information management policies, and procedures needs to be framed for bettering the documentation process.

Records form the corporate memory of an Institution and as such are a vital asset that support ongoing operations and provide valuable evidence activities over time. Recordkeeping practices, processes and systems assist in making full and accurate records.

With the Institution receiving the CPE, it becomes imperative that an Administrative Record Keeping

Framework is designed that are relevant and implementable to ensure that documents are preserved and maintained over time for as long as required to meet administrative, legal, fiscal and archival requirements.

The framework should enable easy access to information, with the help of seven essential recordkeeping activities :



A Key Result Area needs to be defined in this area, committed to implementing best practice recordkeeping practices and systems to ensure the creation, maintenance and protection of accurate and reliable records.

In the wake of a clearly defined record keeping framework, would facilitate a system for making accountable decisions and lead to be a healthy Good Governance best practice.

Ms Gouri Mohan

INNOVATIONS AND BEST PRACTICES

**For the Well Being of
Student Community**

As more than one thousand five hundred teenage students occupy our college every day for more than four hours, minor accidents, health complaints and unfortunate health complications become matters of concern. For the health benefits of students we need to have an easily accessible First Aid Centre or Health Centre on campus.

The IQAC rightly understood the significance of this facility and listed its construction as one of the prime requirements in its CPE proposal. This facility, meant for treating an ailing student, does not require sophisticated medical

equipment or the presence of a medical doctor continuously. And, hence, it will not be expensive for the college to set it up.

The Health Centre/First Aid Centre will have basic medicines that are available over the counter (for example, pain killers, decongestants used to treat cold, drugs to treat diarrhea, glucose powder and so on), lotions to apply on wounds, cotton and bandage. A couple of beds are a must along with some tools like thermometer and blood pressure machine and, most important of all, a trained paramedic in charge of the centre.

These basic facilities will provide timely medicines, treatment and a bed to lie down to students who

often suffer from fatigue, dizziness or other complications related to women's health.

As our campus offers degree courses in nursing the assistance of the SMES College of Nursing would be sought to set up and run this facility. Is it a lot to ask for, for the sake of our hardworking students who burn midnight oil during exams, run around for hours during cultural programmes and devotedly play in hot and humid conditions to bring laurels to college in sports events? After all, we are in charge of future PV Sindhus and Sakshi Maliks.

Mr Avaneesh Bhatt