

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2015-2016

I. Details of the Institution

1.1 Name of the Institution

Maniben Nanavati Women's College

1.2 Address Line 1

Vallabhbai Road

Address Line 2

Vile Parle (W)

City/Town

Mumbai

State

Maharashtra

Pin Code

400 056

Institution e-mail address

mnwcollege@hotmail.com

Contact Nos.

022-26128840

Name of the Head of the Institution:

Dr. Harshada S. Rathod

Tel. No. with STD Code:

022- 26176196

Mobile:

0-9869798988

Name of the IQAC Co-ordinator:

Dr. Rajshree Trivedi

Mobile:

0-9820375069

IQAC e-mail address:

iqacmnwc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN10670

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/14/A&A/18.3

1.5 Website address:

<http://www.mnwc-sndt.org>

Web-link of the AQAR:

<http://mnwc-sndt.org/UploadedFiles/MNWC-AQAR-2015-16.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2004	5
2	2 nd Cycle	B	2.89	2010	5
3	3 rd Cycle	A	3.02	2015	5
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15/07/2004

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

- i. AQAR January to May, 2010 submitted on 20.09.2010
- ii. AQAR June 2010 to May, 2011 submitted on 25.07.2011
- iii. AQAR June 2011- May 2012 (Online) submitted on 26.08.2012
- iv. AQAR June 2012- May 2013 (Online) submitted on 02/09/2013
- v. AQAR June 2013- May 2014 (Online) submitted on 20/09/2014
- vi. AQAR June 2014- May 2015 (Online) submitted on 14/10/2015

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

1.11 Name of the Affiliating University (for the Colleges)

SNDT Women's University

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (Specify)

-

UGC-COP Programmes

✓

2. IQAC Composition and Activities

2.1 No. of Teachers

13

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

-

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

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

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Preparation for NAAC Peer Team Visit for the Third Cycle of Reaccreditation
- Training to students for street play on the theme of 'Role of Youth Toward Senior Citizens'

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To organize a National Level Seminar on Teaching & Learning	Organized a seminar on 'International Teaching and Learning Strategies: Acquisition Production of Knowledge'
To prepare for NAAC Peer Team visit for the third cycle of Reaccreditation	NAAC Peer team visited the college in March 2016

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

-

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	--	-	-
PG	2	-	2	-
UG	4	-	-	-
PG Diploma	1	-	1	-
Advanced Diploma	-	-	-	6
Diploma	-	-	-	2
Certificate	-	-	-	5
Others	-	-	-	-
Total	07	-	03	13

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure – Please refer Annexure 1*

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

Yes Revision of Syllabus by the University in the following subjects: a) Commerce, Economics, English, Gujarati, Sociology, P.G. Diploma in ECE, b) Psychology (UG)

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Principal	Librarian	Others
22	13	6	1	1	1	-

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Principal		Librarian		Others		Total	
R	V	R	R	V	V	R	V	R	V	R	V	R	V
13	6	6	1	1	-	1	-	1	-	-	-	22	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	17	35	11
Presented papers	10	10	00
Resource Persons	01	04	02

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

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

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

2.7 Total No. of actual teaching days

90 Per Semester

during this academic year

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

Uploading Question Papers on Admin App:

- Impact: Helps to maintain confidentiality with reference to question paper selected for the respective semester examination.

Open House Day organized for parents & guardians

- Impact: Parents & Guardians are counselled for their wards progress. Results are declared within 45 days.

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

04	06	
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division					No. of Passed Students
		Distinction %	I %	II %	III %	Pass %	
FYBA (Guj)	25	9.52	28.57	23.81	33.33	4.76	21
SYBA (Guj)	25	7.14	28.57	57.14	7.14	0	14
TYBA (Guj)	22	0	31.58	31.58	36.84	0	19
FYBA (Eng)	106	2.33	16.28	29.07	32.56	19.77	86
SYBA (Eng)	110	6.76	16.22	45.95	31.08	0	74
TYBA (Eng)	71	1.61	30.65	54.84	12.9	0	62
FYB.Com.	136	5.32	10.64	25.53	36.17	22.34	94
SYB.Com.	113	5.88	14.71	60.29	19.12	0	68
TYB.Com.	107	0	22.99	51.72	25.29	0	87
FYBMS	57	27.78	30.56	19.44	22.22	0	36
SYBMS	48	0	38.46	53.85	7.69	00	39
TYBMS	25	19.05	38.10	42.86	0	0	21
FYB.Com.AFI	32	17.39	39.13	26.09	13.04	4.35	23
SYB.Com.AFI	30	14.29	21.43	64.29	21.43	0	28
TYB.Com.AFI	26	23.08	34.62	42.31	0	0	26
M.Com. I	12	45.45	54.55	0	0	0	11
M.Com. II	20	52.63	47.37	0	0	0	19
M.A. I	44	0	56.41	43.59	0	0	39
M.A. II	39	2.56	64.10	33.33	0	0	39
P.G. Diploma ECE	6	33.33	66.67	0	0	0	6

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

- Teachers are given Personal Productivity Log in the beginning of the year which includes semester wise Teaching Plan Formats, Academic Calendar, Workshop/ Seminars attended and details of lectures taken or not taken and the reason for not taking the lecture. The space is provided where teachers can log in details of the activity or administrative work is done. The PPL is signed by the Head of the Department & Principal.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	2	2	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Research Cell conducts seminars, workshops for teachers & Research Competition for students.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	04	-
Non-Peer Review Journals	01	01	-
e-Journals	-	-	-
Conference proceedings	07	1	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014 - 2016	UGC	3 lakhs	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	-	-	-	-
Total	-	-	3,00,000	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	3	4	1	-	16
Sponsoring agencies	03	04	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

- Street Plays at Major Suburban Railway Stations in Mumbai organized by IQAC and Dept. of Sociology.
- Blood Donation camp at Andheri Railway Station
- Edutopia Project
- Dept. of Sociology sent APC II (SYBA) students (28) for Teaching in 2 BMC School at Andheri (W)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.893 acres	-	-	1.893
Class rooms	28	2	UGC XIIth Plan	30
Laboratories	3 (FN + Psy + Eng)	-	-	3
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	1	UGC XIIth Plan	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	52953	52953
Others	1	1	Management	2

4.2 Computerization of administration and library

- Administration & Library are computerized
- Library added 1 more PC. Configuration: 4 GB Ram, 1TB Hard Disk, LG – 19” Monitor, Core i3 processor, keyboard and mouse.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13231	12,24,176	314	57,125	13545	12,81,301.04
Reference Books	24663	32,34,268	218	1,17,241	24994	33,51,509.17
e-Books	8	20,200	8	26,050	8	46,250
Journals	89	63,012	3	10,250	92	73,262
Digital Database	1	5,000	1	5,750	1	10,750
CD & Video	784	2,60,509	14		797	2,60,509.52
Others (specify)						

4.4 Technology up gradation (overall)

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

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

- Twenty M.Com. students trained for 'How to cite the references by using APA style" in May, 2016.
- Worksop – "Literature Search & Reference Management' organized for M.Com. students in August, 2016. 20 students participated.

4.6 Amount spent on maintenance in lakhs :

i) ICT	9,20,117
ii) Campus Infrastructure and facilities	23,27,954
iii) Equipments	52,953
iv) Others	7,93,889
Total :	40,94,913

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students informed about the financial assistance provided by the college during the orientation programme. they are given facility to pay fees in instalments. The college has a counselling cell and has appointed a counsellor to guide and help students. Lady Doctor visits college once in a week. Book Bank facility provided to the needy students

5.2 Efforts made by the institution for tracking the progression

- Departments maintain register of students who have passed through which they track the progression of students i.e. number of students pursuing higher studies or employed after graduation. The college follows the practice of inviting Alumni for remedial teaching, guest lectures, demonstration, as judges and for D.J. Party and training students. This practice enables the college to tap the talent of Alumni and make them a part of the college activities, acknowledging their contribution.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
963	128	-	7

(b) No. of students outside the state

18

(c) No. of international students

-

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1001	14	1	10	-	1026	1058	14	3	16	0	1091

Demand ratio 1:1

Dropout % 14.00

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

- PG Dept. of Commerce organized 3 days 'NET / SET for Commerce' workshop in collaboration with P.G. Dept of Commerce, SNDT University. 30 students from M.Com. Part I & II participated. 4 appeared for NET /SET Workshop

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- 'EVOLVE' is a joint venture of MNWC & Vrudhi Research Foundation to provide counselling & guidance for students of MNWC. Issues addressed were career counselling, goal setting, attention & concentration issues, abuse, peer pressure and anger. 3 external clients based in UK received Occupational Therapy & Remedial Education at the Centre. And a total of 30 students from MNWC received counselling across 100 hours of counselling.
- 'SWAYAM': Swayam is a small effort made by MNWC to make the students self sufficient. The objective is to enhance and encourage the emotional well-being and mental health of students. The number of students availing the facility of counselling is average 5 to 6 students per week. The demand and the need for counselling has increased and so is the awareness among the students to seek help and advice to cope with the challenges of day to day living. 25 students were helped.
- Medical Counseling: Dr. Sonal Desai is health counsellor visiting MNWC. 75

No. of students benefitted

?????

5.7 Details of campus placement: *Career Guidance by 07 companies & 500 students participated*

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

5.8 Details of gender sensitization programmes

- Organized workshop by “Childline” on the theme of child sexual abuse on 30th November, 2015 & 1st December, 2015.
- ‘Understanding the gender’ – Residential Camp at Kharghar – 2.10.15 to 4.10.15.
- One day Workshop ‘Know your Rights’ on 5.10.15.
- Collaboration with VACHA & Friedrich Ebert Stiftung.
- Collaboration with Majlis

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	73	1,57,000
Financial support from government	1	15,740
Financial support from other sources	84	1,57,500
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

6.2 Does the Institution has a management Information System

Yes, office is completely automated. Ours is the first college to Customise Unique Systems.

- **Electronic Correspondence Management System:** Inward / Outward number is auto generated. Instant delivery of correspondence at **one click** to the concern staff wherever they are around the **world 24x7. 100% adherence to deadlines** is achieved **n-number** of files reduce to **1 Master File**.
- **Electronic Service Records Management System:** All the records of every staff from their personal file is scanned & uploaded in the system i.e. Appointment Letter, NOC, Approval, Confirmation Letter, Pay Fixation Forms, Month Salary Pay Slip, Form No. 16, updated Leave Record & updated PF Record. Every staff is given **Secure Login ID & Password**. Staff can access **online 24x7** wherever they are around the world.
- **Inventory Management System:** To keep **control on Stationery**. Purchase Stationery Stock is added. Issued stationery is managed. Current Stock & Purchase Order Report is generated from the system.

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

6.3.1 Curriculum Development

- Teachers are invited by University to prepare new syllabus for the subject of Economics (Arts), Accountancy, Gujarati, Psychology & English (Arts)
- Syllabus of First Year, Second Year & Third Year of Fashion Design, Interior Design & Diploma in Early Childhood Education been totally restructured by appointing experts in the respective area.
- Teachers have prepared handbooks for the new syllabus in English.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- The college publishes *Research Horizons*, an International Multidisciplinary, multilingual Peer Reviewed Research Journal, listed in EBSCO database, June 2015.
- PG students of M.A. & M.Com. choose different issues pertaining to their respective specialization subjects as topics of dissertations.
- 3 teachers have applied for Minor Research Projects
- Students participated in inter collegiate research competition and won prizes.

- Intercollegiate Research paper competition organized on topics related to 'Sustainable Development Goals' thus aligning research by students to National goals.
- Teachers presented paper at National and International Conferences
- Research Papers by faculty published in Journals
- Two teachers submitted Minor Research Projects
- One teacher had submitted proposal under FIP in the subject of Psychology
- Commerce Dept. had organized student led seminar in collaboration with Research Cell of SIES College of Commerce & Economics on 'Financial Inclusion'.
- Generated Corpus Fund for research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computer terminal for accessing library catalogue (OPAC) search are available on 2 computers in the library, one in reading room and other in Main Library.
- Wi-fi connection with in the library.
- 8 computers installed in cyber space for giving free internet access to students.
- Equipments in the Library: Computers -8, WebCam-1, Air conditioner -4, LCD -1, UPS Power Back Up – 3.
- 3rd Floor Computer Lab, Food Lab on the 1st Floor, Psychology Lab on the 2nd Floor and Seminar Hall on 4th Floor have LCD facility and Net Connection
- Food Lab on 4th Floor been converted into two classroom.
- Staff room washroom been renovated and one more washroom has been added.
- Class IV employees washroom been renovated.
- Washrooms of 4th Floor renovated for students.
- Washroom and Bathroom been repaired for security guards.

6.3.6 Human Resource Management

- Faculty Assessment is done through 'Self-Appraisal', which is assessed by the Principal and feedback is given to the teachers.
- Feedback by students with the help of Teachers Effectiveness Scale
- Teachers have attended Orientation and Refresher courses.
- Department wise Peer performance done by faculty members
- Principal evaluation been done by all faculty members
- Quality analysis been done and feedback is given to teachers

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- Disha- A Career Fair and Exhibition, was organized for all students of Junior & Senior College.
- Internship of UG / PG students
- Feedback taken from students who have undertaken internship.
- Industrial visits
- MOUs were signed
- Internship to students of OMSP programmes given to assist the admin staff.
- MOU with IT Monarch of Admin Office to sustain the Total Quality Practice of Digital Administrative Office.

6.3.9 Admission of Students

- i. Pre admission forms were prepared which the students had to fill up before filling in the final online admission forms. This strategy immensely helped as the students could fill the forms at home thus enabling students to fill in all the required details at single point of time.
- ii. Lectures by Degree College Teachers to students of Junior College
- iii. Visit to schools in the catchment area Santacruz to Dahisar. Information is given about Junior & Degree College Courses.
- iv. Cash counter was provided for fees collection in the same lab where the forms were filled online.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Free medical checkup • Separate pantry for teachers with electronic appliances such as refrigerator, micro-wave, water-cooler, induction plate, water purifier etc. • Free entry in fitness centre for two days in a week • Free health and personal counselling • Free internet facility
Non teaching	<ul style="list-style-type: none"> • Health awareness lectures by Medical Fraternity are conducted for all teaching and non-teaching staff. • Medical facility including medicines at discounted rate for non teaching staff • Financial assistance for Class III and Class IV employees as required at personal level • Provident fund scheme for Class III and Class IV staff of unaided and management staff, • Diwali bonus for Class III and Class IV staff of unaided and management employees • Class IV staff are encouraged to undertake gardening work for additional income • Provided uniform, umbrellas for Class IV staff • The Principal stands guarantor for loans from Banks and Provident Fund • Employment to the spouse of the deceased staff on compassionate ground • One day Picnic for Class III & IV was arranged
Students	<ul style="list-style-type: none"> • Gym • Insurance • Counseling • Free Internet • Concessional Photo Copy Facility • Scholarship • Sports Coaching

6.5 Total corpus fund generated 1, 69, 38, 332

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

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

The college has not planned to have autonomous status.

6.11 Activities and support from the Alumni Association

- Ms. Shafa Khan – BMS Alumna – Model & Air Hostess Indigo Airline was invited as a Judge for Personality Contest on 19th December, 2015.
- Arranged D.J. Party on 18th December, 2015 Alumni attended.

6.12 Activities and support from the Parent – Teacher Association

- Parents or Guardians have to collect results and are counselled by the teachers.
- Open house on the first day when college reopens after vacation (Semester I result) and last day of the term before vacation (semester II result).

6.13 Development programmes for support staff

- Conducted workshops on topics like: Stress, relief, gender sensitization and cooking demonstration.
- Provided financial / medical assistance for Class III and Class IV employees as required
- Training provided for use of accounting software.
- Training for use of library software
- Encourage Non-teaching staff to participate in activities conducted by other colleges.

- The staff is trained, whenever new or up gradation in the existing software is undertaken.
- Audio Mixture Training.
- Talk for Employee Welfare Measure – Health Insurance on 25th May, 2015.
- **College** and the **Joint Director Higher Education Mumbai** in a Joint Venture organized a State Level One Day Seminar on ‘**IT Security / Digital College Administration and Government Policy – Rules and Regulation**’ for State level Aided and Unaided Administrative Staff for **114 colleges and 232 participants** from SNDT & Mumbai University had attended this Seminar on **Saturday 4th July, 2015.**

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

- More plantation
- Garden maintained and extended in the college campus
- Digitalization of office ‘The Goal Turn Data into information and Information into Insight’.
- Almost 90% paperless office.
- College Annual Magazine Theme: Clean India, Green India
- Students took part in ‘Swachha Bharati Abhiyaan’ (Cleanliness Drive) as a part of NSS Special Camp

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.

- **E Service record of the following, which can be accessed through individual login id:**
 - Monthwise pay slip was uploaded
 - Annual Salary Statement uploaded
 - Form 16 uploaded
- **To smoothen the Admission process:**
 - The Admin Staff and teaching staff helped students fill up Online Admission Form
 - Vijaya Bank was invited to collect fees, so it could be deposited without any time delay
 - Token were given to students to avoid long queues.

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

- **Previous year plans:**
- iii. To introduce government recognized courses in Dr. BNDCDC.
Action Taken: The college applied for a Degree Course in Fashion Designing in the Dr. BNDCDC. The University had recommended the application, but unfortunately the government has not given sanction for new courses in last two years.
- iv. Segregating electricity board floorwise to monitor consumption.
Action Taken: A budget for segregating electricity board floorwise was invited and approved. Application for power supply lines to BSE is in the process.
- v. Mobilization of resources for infrastructural facilities, staff welfare and research activities.
Action Taken:
 - In the first Floor Food Lab added storage facilities, and a micro wave
 - The Food Laboratory on the fourth floor was converted into classroom, thus creating 2 additional classroom for BMS & B.Com.AFI courses
 - The washroom for teaching & Class IV staff was renovated.
 - Display boards added in the Interior designing room.
 - Language lab partition dismantled and ten additional software were added
 - Shri. Pratapbhai Patel donated Rs. 1,00,000 to the Research Cell

Any other

- i. Organized One Day seminar on 'International Teaching and Learning Strategies: Acquisition to Production of Knowledge' by Dr. Yasmin Lodi, Purdue University, USA. The seminar was organized by IQAC, Ethics Committee and Dept. of Commerce on 28th September, 2015. 60 teachers and students attended the seminar.
- ii. The IQAC and the Dept. of Sociology invited Alumni Ms. Asfia Khan to train the students for performing street play on 'Role of Youth Towards Senior Citizens'. The street play was performed at Vile Parle Market, as NSS Special Camp, Bamanwada, Vile Parle (E) and at R.D. National College of Arts & Commerce and S.W.A. Science College, Bandra. The street play was an outcome of survey on 'Problems faced by Senior Citizens in Mumbai' conducted by B.A. II (Eng) students in 2013-2014. The survey covered a sample of 400.

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

- Online Networking – Dept. of Psychology
 - Dissertation Publication - Dept. of Psychology
- (Details provided in Annexure II)

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

7.4 Contribution to environmental awareness / protection

- 70 students of B.A. I (Eng & Guj) medium visited the Borivali National Park, December, 2015.
- 2600 paper bags were made during the NSS special camp which were distributed to the vegetable vendors in the Vile Parle, Market.
- Research Cell and Student Training Cell organized Intercollegiate & Intra Department Student Research Competition a 'Sustainable Development Goals'.
- Students made PPT on various aspects of Environment & National Parks in India
- The 2016 issue of 'SRISHTI' the college magazine had the theme of 'Clean India Green India'

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- Qualified and experienced faculty
- Well equipped & computerized Library & Admin Office
- The college has a Peer Reviewed International Academic Journal listed in EBSCO

Weakness (Area Identified):

- Decline strength of students especially in the Gujarati medium
- Extension work

Opportunities:

- Job opportunities for students after graduation
- Introduction of new courses to meet the changing needs of the society

Challenges:

- Stiff competition from colleges in the vicinity area
- Declining strength of students in Gujarati medium.

8. Plans of institution for next year

- To design the format for collecting feedback of students on their respective courses.
- To conduct a workshop for teachers on mentoring students and start the process of mentoring.
- To conduct a workshop on capacity building for the Admin staff.
- To start an IQAC Newsletter
- To conduct workshops on skill development for students
- To prepare proposals for new Add on courses
- To conduct an API workshop for teachers
- To carry out Academic & Administrative Audits

Name: Dr. Rajshree Trivedi

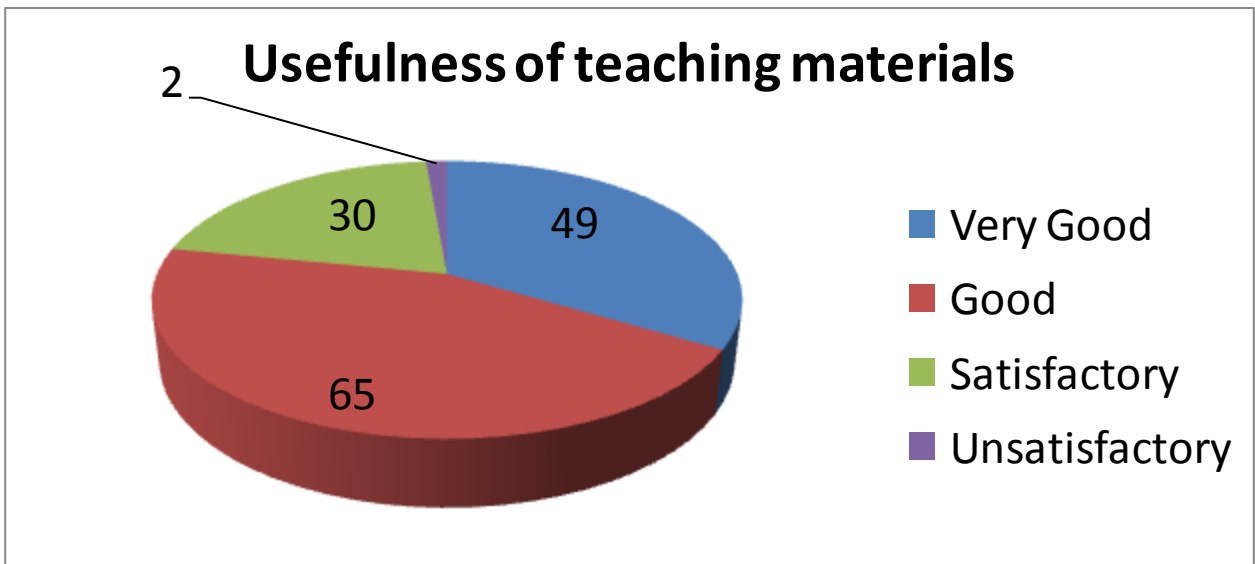
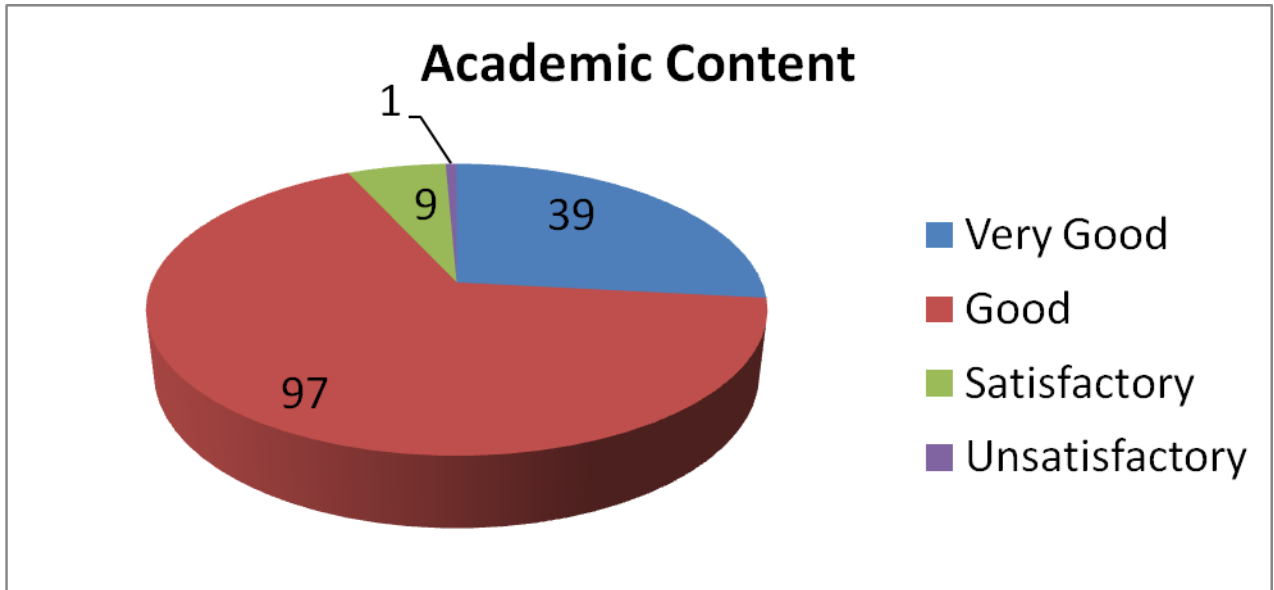
Name: Dr. Harshada Rathod

Signature of the Coordinator, IQAC

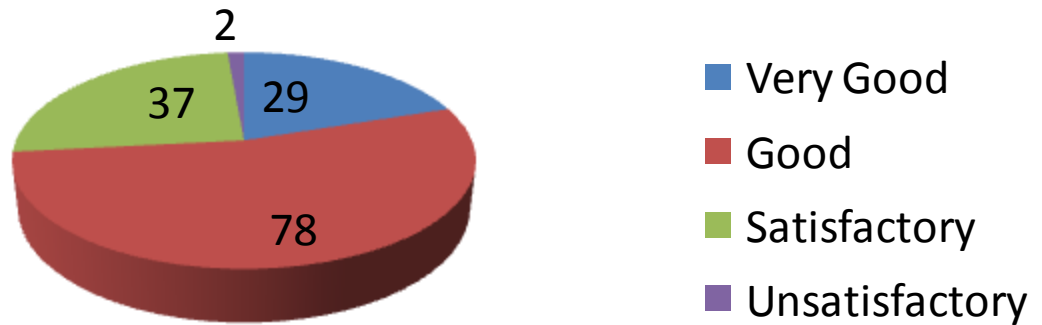
Signature of the Chairperson, IQAC

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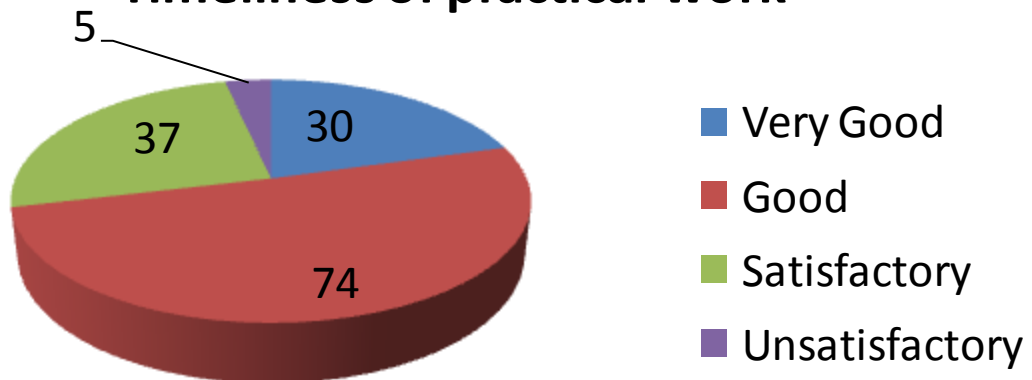
ANNEXURE I



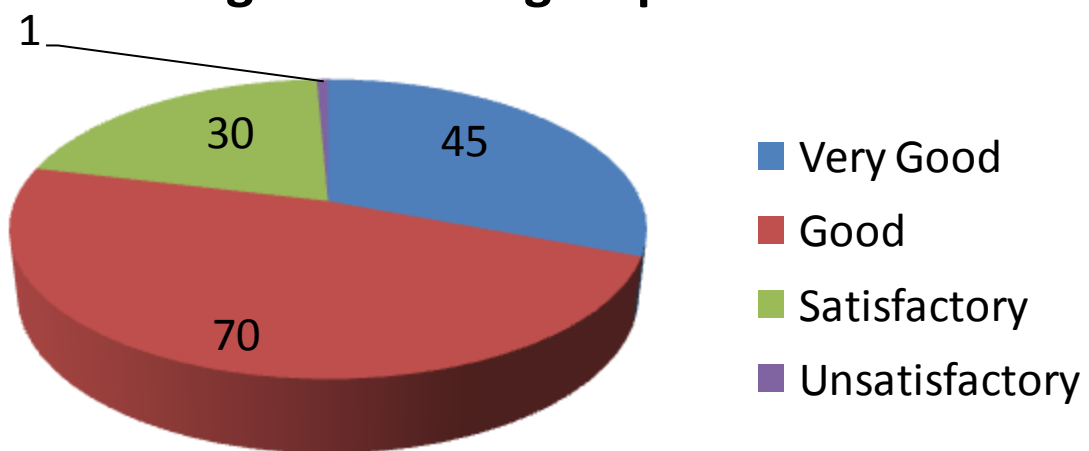
Usefulness of study groups in furthering learning



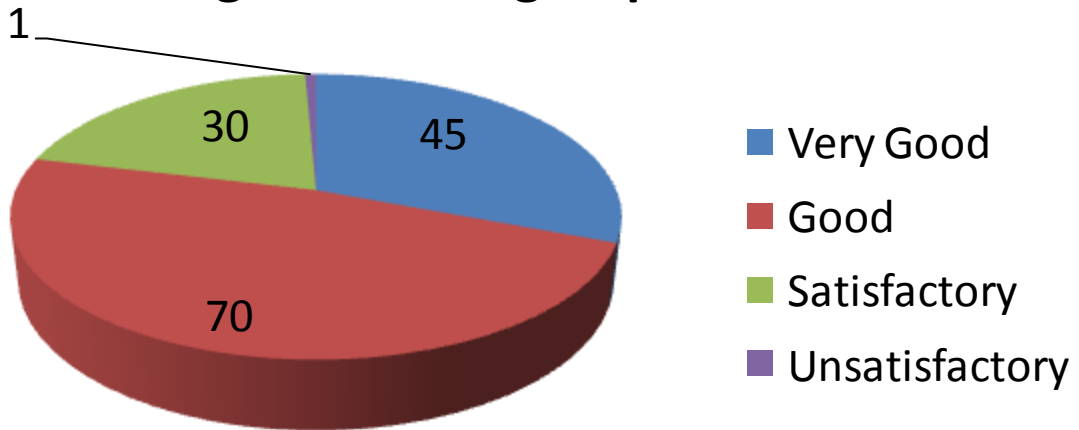
Timeliness of practical work



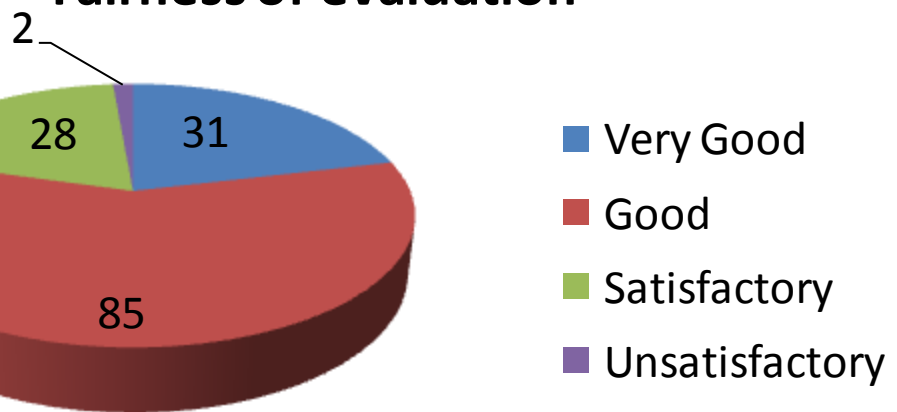
Offering and seeking helpful feedback



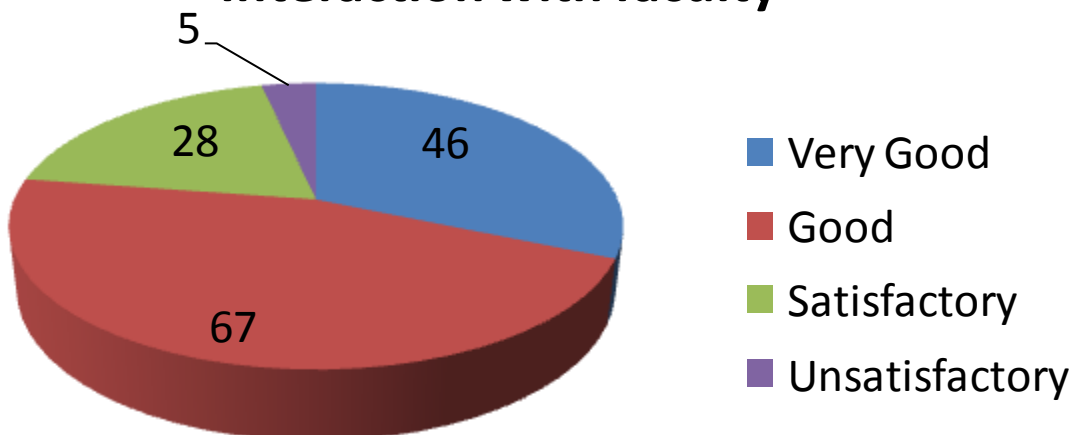
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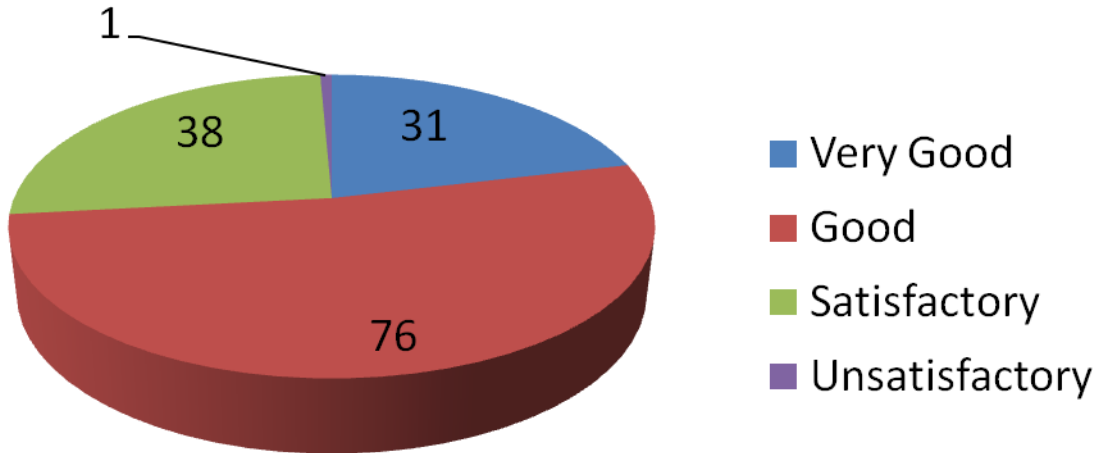
Fairness of evaluation



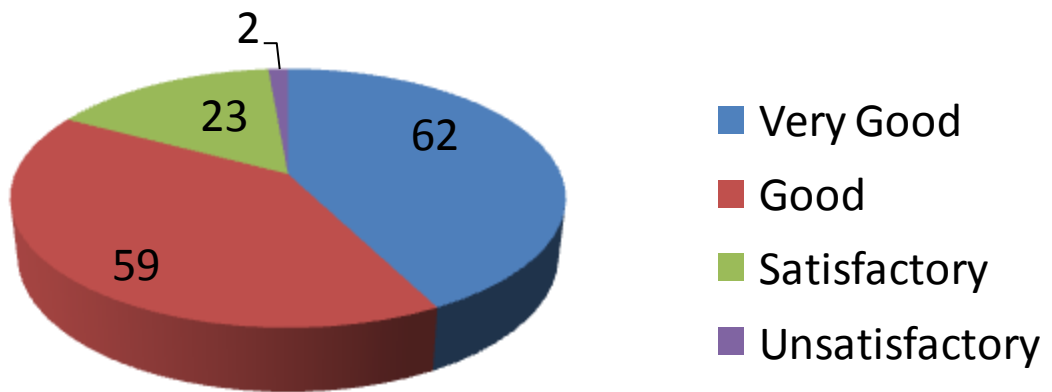
Interaction with faculty



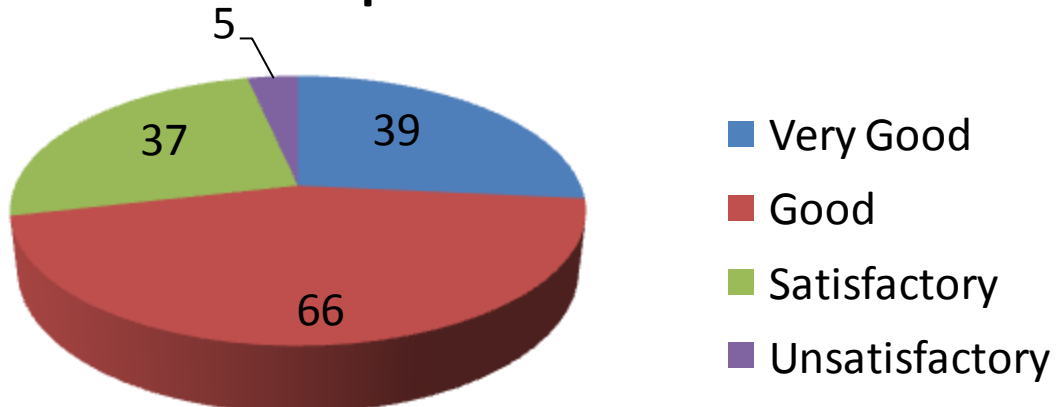
Interaction with administration



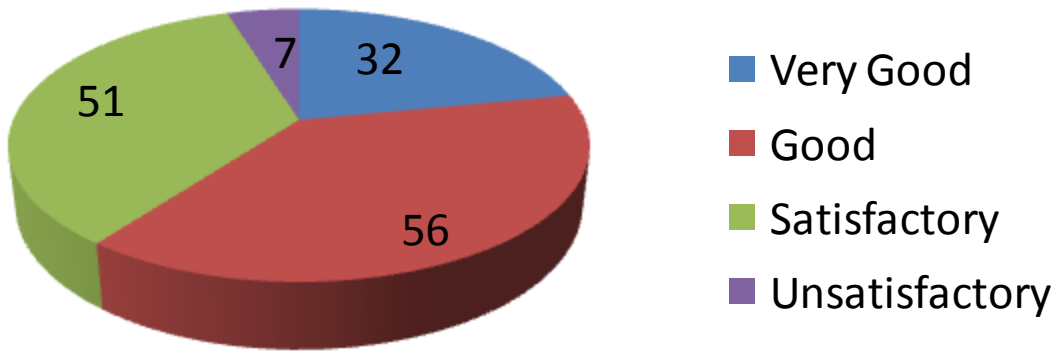
Library Facilities



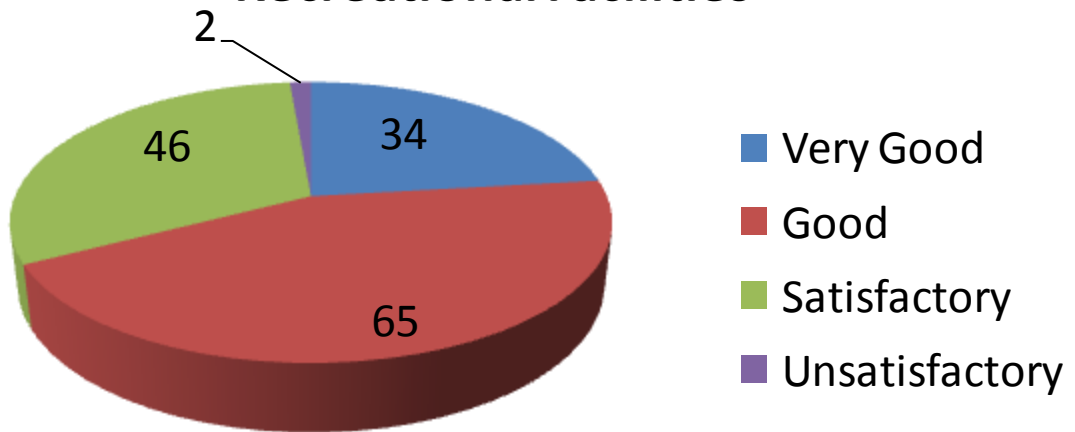
Computer Facilities



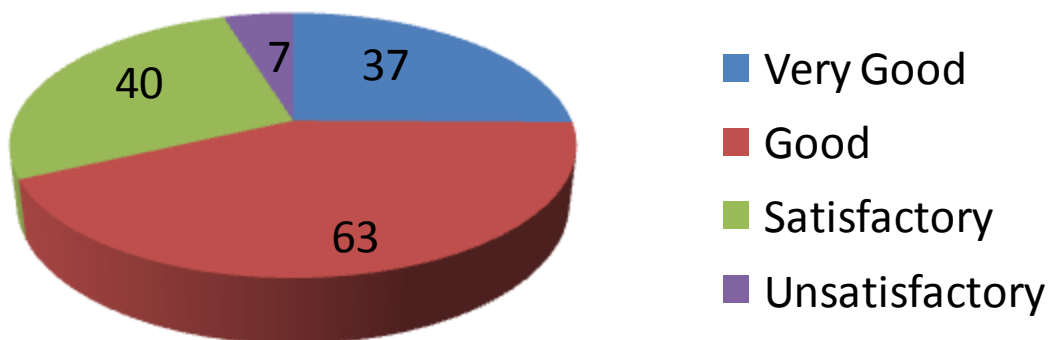
Internship Facilities



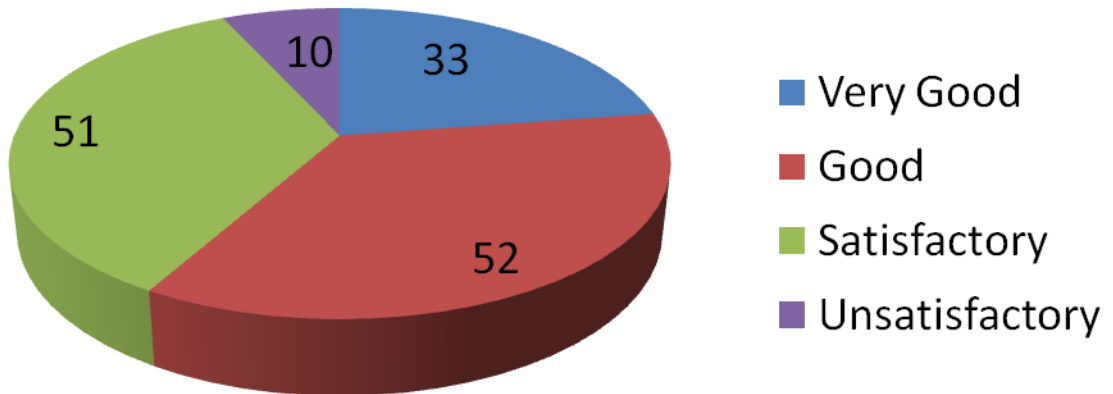
Recreational Facilities



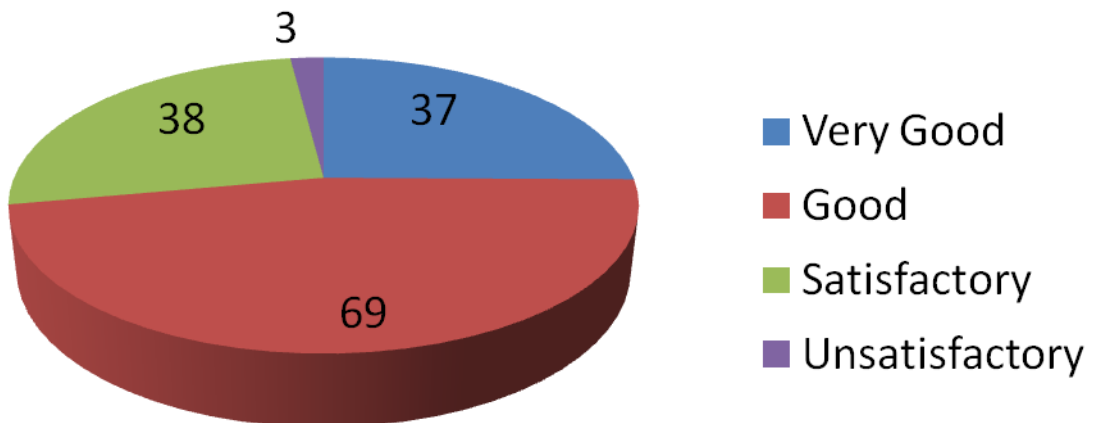
Extra-Curricular Activities



Sports Facilities



Bridge Course / Remedial Teaching Facilities



Annexure II

BEST PRACTICE I:

Title of the Practice: Online networking membership of students

Goal:

- To provide exposure to students about the current issues in the field
- To provide an opportunity to students to network with professionals in the field

Context: The M.A. II students are enrolled in 2 Yahoo Groups which is exclusively for psychology professionals:

- Counsellor Association of India
- Indian Psychologists

Practice: The faculty sends the names and Email id to the moderators of the group as they are open to only professionals in the field.

Evidence of Success: Many student's have obtained job opportunities & learning opportunities.

Problem: Many student's do not check the discussion regularly.

BEST PRACTICE II:

Title of the Practice: Masters Dissertation Publication

Goal:

- To provide a platform to Masters students to publish their dissertation research in ISSN journal which is indexed in various database.

Context: Research & Publication

Practice: The students are guided to convert their dissertation into a research article in APA Format which are published in the Journal

Evidence of Success: Over 20 research articles were published in one year.

Problem:

- Lack of research culture in students
- Many students lack basic language & editing skills

Contact Details

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