



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MANIBEN NANAVATI WOMEN'S COLLEGE
Name of the head of the Institution		Dr. Rajshree Trivedi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02226176196
Mobile no.		9820375069
Registered Email		mnwcollege@hotmail.com
Alternate Email		iqacmnwc@gmail.com
Address		Maniben Nanavati Women's College, Vallabhkhai Road, Vile- Parle (W)
City/Town		Mumbai
State/UT		Maharashtra
Pincode		400056

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr.Twinkle Sanghavi			
Phone no/Alternate Phone no.		02226176196			
Mobile no.		9820467129			
Registered Email		mnwcollege@hotmail.com			
Alternate Email		iqacmnwc@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://mnwc.edu.in/wp-content/uploads/2020/04/AOAR-2018-2019.pdf">http://mnwc.edu.in/wp-content/uploads/2020/04/AOAR-2018-2019.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://mnwc.edu.in/academic-calendar-2019-2020/">https://mnwc.edu.in/academic-calendar-2019-2020/</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	78.5	2004	08-Jan-2004	07-Jan-2009
2	B	2.89	2009	31-Dec-2009	30-Dec-2014
3	A	3.02	2016	29-Mar-2016	28-Mar-2021
<b>6. Date of Establishment of IQAC</b>			15-Jul-2004		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>No Data Entered/Not Applicable!!!</b>		
<a href="#">View File</a>		

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dept. of Hindi	National	MHRD	2019 1	50000
<b>No Files Uploaded !!!</b>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

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

5

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

**No Data Entered/Not Applicable!!!**

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

Plan of Action	Achivements/Outcomes
Registration of the Alumni Association	The Alumni Association of the College that had been in action since 2004 is now a registered body. Maniben Nanavati Women's College (MNAA) is registered under Societies Registration Act 1860- Registration No. 1387/2019. It was

	registered on 29th July 2019.
NIRF listing in 2019-20	In 2019, at the end of the academic year it was decided to apply for NIRF ranking. So the college registered and after collecting all data, it was uploaded and submitted for ranking..
To commemorate 150th birth anniversary of Mahatma Gandhi and adopt it as an institutional theme for the year 2019-2020	Under the Scheme of Epoch Making Social Thinkers of India, the University Grants Commission (UGC) continued the Gandhian Study Centre (GSC) of Maniben Nanavati Women's College till 30 th September 2020.. To commemorate the 150th Birth Anniversary of Mahatma Gandhi, the College adopted the theme- ' Commemorating 150 Years of Mahatma Gandhi: Gender Diversity for Peaceful Co-existence' as the institutional theme for this academic year. The GSC conducted the following activities during the year to mark the birth anniversary of Gandhiji: a) The theme of Srishti, the annual magazine of the college was the institutional theme. b) Vaishnav Jan To... -an Intercollege Short Play Competition. based on Mahatma Gandhi's autobiography My Experiments With Truth was organized on 30th September 2019. Smt. Sarlaben Mehta, the only living eye-witness of Gandhiji's assassination was the Chief Guest. The Judges for the competition were Mr. R. S. Vakil & Mr. Shubham Gala. c) Visits to Mani Bhavan - Mahatma Gandhi's Mumbai based headquarters and museum were organized. An educational trip to the Gujarat Vidyapeeth and Sabarmati ashram at Ahmedabad was organized. d) Guest Lectures for the students on Gandhian values and his life were organized. Ms. Sonal Parikh, the 5th direct descendant of Mahatma Gandhi addressed 79 students on 14th August 2019. Mr. Kanu Suchak was invited on 6th September 2019. Dr Frances Vaidya gave a talk on 14th September 2019. e) ANVESHAN, the Annual Inter-College Research Competition was organised in collaboration with MNWC'S Research Cell & Friedrich Ebert Stiftung (India) on Thursday, 30th January 2020 with students from different colleges presenting their research poster on the topic "Commemorating 150th Birth Anniversary of Mahatma Gandhiji: Gender Diversity for Peaceful Coexistence". f) Celebration of Smt. Maniben Nanavati-

Mani Ba's -116th Birth Anniversary. The GSC and IQAC along with the Department of Foundation Course organized two eco-friendly activities- Reuse and Recycle activities on 28th February 2020. Students made 40 cloth bags with used cloth material. These cloth bags were then distributed to the needy people at the Vile Parle Station in Mumbai. Students and teachers collected toys in good condition from their homes and neighbourhood and distributed them to the students of C. N. High School, Santa Cruz West, Mumbai. g) Gandhi For All Times- The Gandhian Study Centre compiled and published a collection of scholarly papers in this book on the doctrine and philosophy of Mahatma Gandhi. Under the patron ship of Smt. Himadri S. Nanavati-Chairperson, Managing Committee, MNWC and guidance of Dr. Rajshree Trivedi- Principal, MNWC & Prof. Vibhuti Patel, Director, Advanced Centre for Women's Studies, TISS, the book has been edited by Dr. Rita Patil, Head, Dept of Food & Nutrition, MNWC. Contributors have revisited the Gandhian doctrine and philosophy in their respective c

Membership for Youth Red Cross (YRC)

Indian Red Cross Society is a platform that offers opportunity to young people so that they can make a significant contribution to meeting the needs of the most vulnerable people of society. 20 students approached the NSS program officers to show their willingness to become members of the Youth Red Cross wing of Indian Red Cross Society. The College completed the necessary procedures and facilitated the membership of the students. Students attended Youth Red Cross leadership Camp at Pune, organized eye Check Up Camp, undertook Beach Cleaning , participated in Ecobrick Challenge with Mission Green Mumbai. Students were felicitated at the Annual day & Prize Distribution Ceremony organized by Junior Red Cross Maharashtra State Branch.

To widen the scope of extension activities and community outreach programmes by the departments

At Maniben Nanavati Women's College, while the volunteers of NSS has been involved in various extension activities, the departments came forth to involve more students on the campus to empathize them with the needs of the underprivileged sections of society.

Following are the details of the different activities a. Fifteen students of the Department of Sociology engaged in extension work at Kumudben Dwarkadas Vora Industrial Home for Blind Women to offer assistance to them in their administrative and other routine tasks At the Saint Terressa Missionaries of Charity, assistance was offered to the old women inmates. Community outreach support was extended to other NGOs such as Sneha Sadan, Triratna, Prerna Mandal Nagar, VACHA Charitable Trust and Kalyanibai Chhaganbai Nanavaty Special School For Mentally Challenged. b. The Department of Commerce conducted the Z.P School with 21 students who taught the school children. They also conducted games, activity of preparing decorative items, craft and drawing. Similarly, students of Dept. of Economics also did teaching activities at Matruchhaya High School. c. Students from BMS section also went to various schools to teach students. They had 20 students working in various NGO's like Triratna Prerna Mandal Nagar, Umang Foundation Trust, Bhartiya Muslim Mahila aandolan, Chip Mumbai. For these centres students conducted Laughing and Yoga Session, Grooming Session. They arranged different games for old age people and they interacted with patients and staff. d. Thirty three students of B.Com (AFI) were involved in teaching at community schools and different centres where they worked. The organisations of visit were Shree Rajendra Honeycomb Charitable Trust, Snehasadan A Home for Homeless Children, Cheshire Homes India- Mumbai, Kherwadi Social Welfare Association, Shree Rajendra Honeycomb Charitable Trust, Vacha Charitable Trust, The Angel Nest Foundation, Salaam Baalak Trust, St. Peter's Methodist e. Dept. of Child Development engaged their students in extension activity at Mumbai Mobile Creche. They created teaching material from waste material for the children. Students conducted story telling sessions for them. f. The language departments of English and Gujarati taught children. Seven students of Dept. of English collaborated with the SPARK -A Change NGO. Seven students of

Dept. of Gujarati engaged in teaching activity at Sheth Chimanlal Nathuram High School. g. Dept. of Food and Nutrition collaborated with ADAPT the school for spastics. They conducted nutrition education sessions and nutrition games were played. They assisted the teachers for different activities of motor development of these disabled students. With the Nutrition Society of India, Mumbai Chapter, students conducted recipe demonstrations and nutrition education sessions. h. The PG department of Psychology conducted Mental Health Awareness programmes Vibhas Ho

Establishment of Research Centre to promote, facilitate and fund research projects involving teachers and students

The College has a strong research base and offers an ambient research environment . . In 2002, Anveshan which began as an in-house annual journal (multidisciplinary and multilingual) continues to be published consecutively. It has been continuously upgraded and is now an international journal - Research Horizons (ISSN ; 2229-385X). Teachers have applied of the UGC funded Minor and Major Research projects. The college has applied for all the three Components under the STRIDE SCHEME of UGC. Teachers also applied for the IMPRESS scheme of ICSSR. Other research bodies have also funded the research projects of teachers. In 2009, the college established a Research Cell to encourage the teaching faculty to undertake research projects in their own areas of specialization and/or interdisciplinary studies. Since 2012, the college has been hosting Intercollegiate Research Paper Competition eventually named as Anveshan Research Paper Competition The research culture of departments is seen in their participation of research competitions at intercollegiate and state levels. The College has won accolades at AVISHKAR State Level Research competition for 3 years . This year, our research project represented the Western Zone at the Nationals. The students of Post graduate Departments of Psychology and Commerce work on dissertation projects as part of their PG programs. In order to review the research proposals, the college has a well established Ethics Committee that looks into each proposal before the

dissertation in finalized. With a view to expand and widen the scope of activities of the Research Cell, the IQAC recommended the establishment of a research centre that would support research projects that are socially relevant, locally need based, nationally important and of global significance. Thus, emerged the research center -Smt. Kantaben Shah Research Centre for Multidisciplinary Studies (KSRC) in 2020 to promote, facilitate and fund research projects for teachers and students. The research center invited teachers to submit research proposals. Four teachers applied along with their research proposals. Each one was sanctioned Rs 35,000/- for their project. The objectives of the Research Centre are:

- i. To promote and facilitate collaborative and/or interdisciplinary research and enhance research networking capacity and infrastructure.
- ii. To increase and effectively manage the resources and research support for staff and students as well as the wider university community.
- iii. To provide education and training in research and related skills for graduate and undergraduate students.
- iv. To contribute to the university's strategic educational and research missions and to support synergies between researches, teaching and learning.
- v. To transfer and mobilize knowledge gained through research for the benefit of society, via a variety of mechanisms as appropriate.
- vi. To enhance the reputation of the institution's members, the constituent

Project SHILPI

Under the Project SHILPI Skill Development Training were undertaken. They are as follows SARJAN- Soft Skill development programme (Dept. of English, Gujarati and Hindi), MS Excel (Dept. of Bcom- Bcom -AFI), Basic Baking ( Food and Nutrition dept.) Psychological Assessment and Basic Counseling Skill( P G Dept. Psychology, PRAFULTA ( Dept. Of Psychology)

NSQF

In one of the meetings of IQAC, the Student-Representatives suggested that there should be more skill based courses on the campus. In June 2020, the IQAC applied for two certificate courses : Customer-Relationship



	<p>Management ; and Hospital and Health Care Management- under the National skill Quality framework scheme of UGC. Both the courses were approved. The enrolment was done for both the courses to be started from January 2021.</p>
<p>Skill Development Courses with Tata Institute of Social Sciences (TISS) under their NUSSD project</p>	<p>In April 2019, the IQAC contacted the Operations Team of TISS to invite them to start employability based skill development courses for our students under their NUSSD project. After a series of meetings and review of our proposal, TISS signed an MOU with the College and started three domain courses for the Final Year Undergraduate students. They are Diploma in : Banking &amp; Financial Services; Hospital Services Management ; and Digital Marketing</p>
<p>Launch of Project Akshaya , the breakfast scheme for needy students.</p>	<p>The IQAC in collaboration with the Department of Food and Nutrition identified the need to start a free nutritional breakfast scheme for needy students. Thus, the project Akshaya was launched on 8th July 2019. The main objective of the project was to provide a healthy breakfast to the students who were identified as belonging to low income group families. The project was funded by the donations received from Inner Wheel Club of Bombay West and individual donors. With the support of the Inner Wheel Club of Bombay Airport, a haemoglobin test was conducted for the beneficiaries to check the Iron deficiency levels among students. . The Department of Food and Nutrition prepared a breakfast plan which comprised of nutritious foods such as bananas, guavas, oranges, roasted grams and peanuts, rajgira chikkis, dates etc for the students. The beneficiaries were tested for their haemoglobin levels. On identifying the anaemic students, they were provided iron and folic acid supplements as well as deworming tablets. This project continued till March till the COVID-19 lockdown started</p>
<p><a href="#">View File</a></p>	

<p>14. Whether AQAR was placed before statutory body ?</p>	<p>No</p>
<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to</p>	<p>No</p>

assess the functioning ?	
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	20-Feb-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college has a functional Management Information System which is upgraded as per requirement as mentioned below. At regular intervals, newer modules are added to the system. Electronic Correspondence Management System: • ICT System is used for Administrative Operations • Students' details available online • Deadlines punctually maintained. • Due to ECMS Inward/Outward numbers are autogenerated and sent by email. A large number of files reduced to one Master file. • Due to new addon features, the College has tied up with Venus Labs Ltd. and shifted from Vanco Technologies. • Venus Labs offers services to College under their CSR grant for maintenance upgradation of technology and software. EService Record Management System: Under personal records, provident fund details, leave records, service records, staff members can avail following documents online with the help of Login facilities: • Government NOCs • University Approvals • Appointment Letters • Joint Director Pay Fixation • Updated Leave Record • Updated Provident Fund Record • All Testimonials • Monthly Pay Slips Digital File Management System: Files are available online after sorting, filing, labelling, scanning and uploading them on MIS. All corresponding physical files are maintained in Record Room with colour coding and numbering, thus all correspondences with following external bodies are stored online: • SNTD Women's University Office • Joint Director's Office, Mumbai Region • Deputy Director's Office, Mumbai Region • University Grants Commission, New</p>

Delhi • National Accreditation Assessment Council, Bangalore • All cupboards were numbered and Cupboardwise list to files tagged on respective cupboards. The same list is uploaded in the System. Tracing location of files has become easier due to the System The Option of Online Advanced Search is also available. New Icons created for • Audit Reports • Permanent Records: Government, University, College Trust Inventory Management SystemIMS: IMS is system generated. To keep actual Inventory Control Records, New stock purchased is added, Issued stock is managed Current Stock Report and Purchase Order Report are generated from system. Examination Information Management System: • Helps us to auto generate: Online Forms, Fees Receipts, Seat Numbers, Hall Tickets, Submission of Question Papers etc. Internal, External Marks and Grace Marks are entered Online. Ledger Result, Mark Sheets, Merit List, Subject wise Topper List can be printed. • Exam related notices on College Website All Government G.R. related to institute and staff appointment are uploaded. Google Drive and Docs used regularly by office. Computerized Accounting System: The Accounts Department has developed the Payroll system for effective

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

The curriculum is designed after thorough investigation of the needs of the students by the faculty members. It includes activities that are related to the syllabus prescribed by Shreemati Nathibai Damodar Thackersey Women's University (SNDT) as well as the Vision, Mission, and Goals of the College. The college has contributed to the shaping of the syllabus through the Board of Studies (BOS). Students are given the option of Academic Flexibility wherein they can opt for several field-oriented courses conducted by Dr. Bhanuben Nanavati Career Development Centre (BNCDC). The following methodology of implementation has been formulated by the college. • Distribution of lectures and tutorials on a weekly basis is clearly outlined as per the U.G.C guidelines. Each teacher is given a Faculty logbook at the beginning of the academic year. A teaching plan is prepared with a month-wise allotment of topics to be covered. All departments and committees prepared Standard Operating procedures for the year in February 2019. These SOPs have led to greater uniformity in delivery and execution of curriculum. The clearly defined Academic Calendar for the year

allowed the college to successfully synergise all activities and avoid duplication. Regular meetings with parents, preparation of defaulters list, and signatures on written undertaking formats have helped efforts. Teachers make an effort to assist learners, absent for valid reasons to catch up with the lost time and tasks. • The link between curriculum planning to assessment planning is clearly outlined in the teaching plan. The evaluation process is clearly documented in the internal assessment schedule. The unit test and continuous evaluation method help to meet the requirements of formative and supportive assessment. Tutorials and practicals are a unique feature of the curriculum that provides additional guidance and assessment. • Besides regular lectures, teaching-learning methods are identified for Advanced and slow learners • The college has a strategy to monitor the implementation of curriculum policy at the classroom level. The department has regular meetings to discuss the preparation of reference material, projects, assignments, AV teaching aids, etc. •. Innovative teaching methods ensure ICT integration, skill development, employability, and inclusion of front-line areas and cross-cutting issues. Students thus get a practical insight into the curriculum and develop their cognitive skills such as critical analyses, problem-solving, evaluation, and synthesis. • The college has hosted few content analysis workshops to facilitate curriculum enrichment as per the curriculum revision required by the university. The college has organized an International Conference, workshops, short film training. • Teachers are also encouraged to participate in conferences, seminars, workshops, etc. • Monitoring of syllabus coverage, assessments, periodic contents of learner's exercise books per subject, the content of the productivity log which profiles the daily progress of the teacher, attendance registers, mark sheets, examination papers all form a vital part of the feedback system.

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

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Hospital and Healthcare Management	-	16/12/2020	180	yes	yes
Customer Relationship Management	-	16/12/2020	180	yes	yes

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
BDes	Fashion Design	31/07/2019
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	NIL	12/06/2019
BCom	NIL	12/06/2019

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

	Certificate	Diploma Course
Number of Students	23	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Advance Microsoft Excel Training Programme	23/09/2019	20
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Psychology	10
<a href="#">View File</a>		

### 1.4 – Feedback System

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

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback Obtained Feedback is an essential aspect of any institution that essentially contributes to its development and growth. The institute ensures that all the stakeholders are involved in the participatory management practice. Their valuable inputs are well-considered and executed upon so as to adhere to the vision, mission, and goals of the institution. At MNWC, well-structured formats have been designed to obtain manual feedback from Students, Teachers, Parents, and Employers. The Head of the Institution, with the help of a team of teachers, personally supervises the administering of the process so as to conduct it in a fair and unbiased manner. The Feedback forms are designed to collect data to get evaluative inputs on the following: ? Reviewing the existing syllabi and curriculum: Followed by the analysis, recommendations, and suggestions are figured out and shared with the concerned stakeholders. ? Teachers' effectiveness in the classroom - Feedback on Teachers' Effectiveness is collected from students and communicated to teachers. It will help teacher to modify the mode of conduct of the curriculum based on student's suggestions. ? Infrastructure facilities and equipment maintenance feedback on canteen, sports room, computer labs, internet facilities are communicated to the Management, Administrative and Support Staff so that required changes and the upgrade can be made. ? Library facilities, usefulness, and resourcefulness: The College Library maintains a very well-organized feedback mechanism in order to improve its services for book bank, issuing and addition of new books, and replacement of old. In addition to academic study material, material for academic and personal enrichment of students and teachers is provided by the library. ? Employers and Internship hosting organizations: The feedback is collected from the employers and the internship hosting organizations. ?</p>

Parents' satisfaction: The feedback from parents is collected. ? Alumni Feedback: The feedback from the Alumni is also collected and their suggestions are incorporated. ? Infrastructure facilities and equipment maintenance feedback on canteen, sports room, computer labs, internet facilities are communicated to the Management, Administrative and Support Staff so that required changes and the upgrade can be made. d. Library facilities, usefulness, and resourcefulness: The College Library maintains a very well-organized feedback mechanism in order to improve its services for book bank, issuing and addition of new books, and replacement of old. Apart from these books that are out of the syllabus are also made available to the students. e. Employers and Internship hosting organizations: The feedback is collected from the employers and the internship hosting organizations. f. Parents' satisfaction: The feedback from parents is collected. g. Alumni Feedback: The feedback from the Alumni is also collected and their suggestions are incorporated.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BDes	Fashion Designing	66	6	6
PG Diploma	Early Child Care Education	33	13	13
MCom	HRM & Accountancy	55	37	37
MA	Clinical & Counseling Psychology Specialization	66	380	59
BCom	Accountancy, Finance & Insurance	132	40	40
BMS	Marketing, Finance & Human Resource	66	49	49
BCom	Accountancy/Travel Tourism/ Office Management Secreterial Practice	132	124	124
BA	Gujarati & Economics	132	51	51
BA	English Literature, Psychology & Sociology	132	133	133

[View File](#)

### 2.2 – Catering to Student Diversity



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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1014	182	31	5	6

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
55	53	11	28	5	20
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

As mentors, teachers act as positive role models in the lives of the students. The mission of the mentoring sessions is to ease students into the academic community where mentees can interact with their mentors, pose questions, discuss issues related to adjusting with the institutional culture and learn to overcome academic challenges they may face in the academic year. At the beginning of the academic year, a master time-table is prepared by the IQAC groups of UG and PG students are assigned to every faculty across all the streams.

Academic mentoring is done regularly where each teacher is assigned to 30 to 35 students. The records of attendance and a briefing of the session are documented in the prescribed format designed by IQAC. During the COVID 19 caused lockdown crisis, tele and online mentoring was offered to students with flexibility in time and mode of platform. Roles and Responsibilities of a Mentor: 1. To support mentees by offering them academic advice, sharing resources, and developing a caring attitude towards their success. 2. To empower students by encouraging them to develop diverse skills and strategies necessary to succeed in their studies. 3. To develop collaborative study skills and discuss any issues that are sensitive and/or require confidentiality. 4. To advise on balancing academic and extracurricular responsibilities 5. To enhance the students' confidence by setting higher goals, taking risks, and ultimately guiding them to achieve higher levels. Guidelines for Teacher Mentors:

- Mentoring sessions to be held once a month (preferably during the second week) on the stipulated day for 40 minutes between August and March every year. If required, the mentors may engage in extra sessions depending upon the need of the mentee(s).
- To focus on academic and stress-related problems. Issues on Internal assessment or semester final examination patterns, evaluation patterns, learning problems, performance in exams, guidance for Add-on courses and other areas where the mentee requires ac support .
- Teachers to maintain files and submit them every three months to the Principal for review.
- Teachers to maintain their mentoring record for five years beginning from August 2016. Mentoring sessions are held to discuss the following:
- Study habits and teaching students about time management, notetaking, reading reference material, journals, role modelling, active listening, and revision exercises.
- Offering supportive and collaborative learning environments where students feel safe to interact have an opportunity to make friends and learn from each other.
- During COVID 19 lockdown, mentoring was carried out to encourage students to continue their studies amidst the troubled family issues at home. Outcomes of the Mentoring sessions.
- The mentoring sessions helped students to develop responsible study habits.
- They provided a space for dialogic education, to discuss studies and are given academic guidance and feedback on their progress and performance.
- They gave students a chance to discuss their experiences with academics and stress-related issues.
- Drop-out rate of students during the COVID 19 lockdown was constantly monitored and regulated.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1196	36	1 : 33

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
40	36	2	20	15

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. RajShree Trivedi	Principal	International Institute of Hotel Management (IIHM)
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	001	semester I	25/11/2019	21/12/2019
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute adheres to the examination patterns and schedules prescribed by the S.N.D.T Women's University. The students are informed about the evaluation process through the College Website, Prospectus, Orientation Programme, and Syllabus given by the respective course teachers. The Examination committee in consensus with the Principal and IQAC prepares a time-table for a common internal test for the UG Students. The time-table is put up on the college notice board and circulated on Students' WhatsApp groups and Google Classrooms. The P.G internal evaluations are spread across the semester program. As per the rules of SNTD Women's University, minimum marks are allotted for Formative Internal Evaluation. Besides the common internal test, the Departments are encouraged to use a variety of methods for internal assessment like MCQs, Project work, Group discussions, Presentations, Internships, Field projects, Small Surveys, chart displays and submission of activities on Google Classrooms. Students participating in extra-curricular and co-curricular events like Research Competitions, Sports, NSS, and Cultural events are allowed a concession of additional time to complete projects and assignments. A re-examination is conducted for students who are unable to score minimum marks in their internals. Extra assignments, tests, and revision worksheets are devised for them. The internal evaluation patterns are reviewed during the academic audit. The NAAC Support Team reviews the evidence for document purposes.

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

The Academic Calendar (AC) is prepared before the commencement of the new academic year. It adheres to the Academic Calendar of the S.N.D.T Women's University. The AC is displayed in/on the College Website, Student Diary,



Faculty Log Book and the Staff Notice Board . The AC contains: • Opening and Closing dates of Odd Even semesters Conduct of Semester Final Examinations and Diwali, Christmas and Summer Breaks as prescribed by SNDTWU. • Internal Assessment Examinations Dates for Odd Even Semesters • Celebration of Important Days such as Maharashtra Day College Foundation Day Independence Day Teachers' Day Gandhi Jayanti and others • One Day Events (mention of tentatively ascribed months): Orientation for Freshers Genderlogue Anveshan- the Intercollegiate Research Paper Competition Annual Day Degree Certificate Distribution, Alumni Meets and others • Events: Student Council elections SYMPHONY- the Intercollegiate Cultural Fest Sports Week NSS Special Camp Personality Contest. The Departments prepare the month-wise plans for the upcoming academic year keeping the Standard Operating Procedures (SOPs) at the centre. The annual co-curricular and extracurricular events of SNDTWU are also considered. The plans are submitted to the Principal IQAC for review and returned to departments with recommendations. The submission dates for projects, presentations, field projects and other methods of continuous internal assessment are announced by subject teachers beforehand. The institution takes utmost care to adhere to the schedule. In case of natural calamities or disruption of public transport system, revised schedules are circulated well in advance.

## 2.6 – Student Performance and Learning Outcomes

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

<https://mnwc.edu.in/program-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
010	BMS	General	49	24	47.97
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

<https://mnwc.edu.in/student-satisfactory-survey/#1614315236005-bf564a0b-a58e>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	Nil	Nil	Nil	Nil
Any Other (Specify)	01	Angela Shah (In the name of Late Smt. Kantaben Shah)	800000	800000
Any Other (Specify)	01	Shobha Foundation	250000	250000

		(Shri Pratabhai Patel)		
Any Other (Specify)	01	Sheth Hansraj Pragji Charkersey Education Fund (Shri Chandrasen Merchant)	30000	30000
International Projects	01	National Seminar by NCPSL MNWCollege	100000	100000
No file uploaded.				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
"Intellectual Property Rights (IPR)" by Mr. Digish Rawal	IQAC	14/03/2020
Workshop on Digital Marketing by Mr. Jayant Nandan	BMS	28/03/2020
Workshop on Hospital Service Management by Dr. Swati Rane	BA	30/03/2020
Workshop on Banking and Financial services	B.Com (AFI) / BMS	31/03/2020
Webinar on Crypto Currency and BlockChain	B.Com, B.Com (AFI), BMS	21/05/2020
Workshop on "My Captain- Crypto Currency and BlockChain"	B.Com, B.Com (AFI), BMS	14/08/2020
Workshop on AMADEUS- CRS ONLINE Training Program also known as GLOBAL DISTRIBUTION SYSTEM	B. Com	25/07/2020
UDJYOKTA- Demystified	B.Com	12/09/2020
Certified Training Programme in Fiancial Market- Sells and Operations	M.Com	07/10/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Website RAAH for Transgender	Glenda D Silva	Avishkar	15/01/2020	Research
Development	Ms. Dhvani	Avishkar	15/01/2020	Research

and Standardization of Compassion Fatigue Scle for Mental Health Practitioners.	Sanghavi			
Website RAAH for Transgender	Glenda D Silva	Anveshan	20/02/2020	Research
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
01	Nanavati Innovation E ntreprenuers hip Development Incubation Centre	Maniben Nanavati Womens College	NIL	NIL	11/09/2019
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
07	02	00

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

Name of the Department	Number of PhD's Awarded
NIL	Null

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Gujarati	2	Null
National	Psychology	2	6.7
National	Sociology	2	Null
National	Food and Nutrition and Psychology	1	6.7
International	Food and Nutrition	2	1.13
International	Sociology	3	Null
International	Food and Nutrition	1	Null
No file uploaded.			

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

Department	Number of Publication
BMS	1
CHILD DEVELOPMENT	1
ENGLISH	1
HINDI	2
GUJARATI	1
PSYCHOLOGY	3
ECONOMICS	3
FOOD NUTRITION	2
SOCIOLOGY	1
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2020	0	NIL	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2020	Nil	Nil	NIL
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	23	101	29	45
Presented papers	12	16	1	Nil
Resource persons	3	9	Nil	Nil
No file uploaded.				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
SWACHTA PLOGGING ACTIVITY On 7th December, 2020	NCC Unit, SNDTW University, Churchgate	1	1

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Collaborating to initiate complete the well being assessment of students, teachers non-teaching staff during lockdown	Recognition	NSS Cell, SNDT womens University, Mumbai	1200
Talk Demonstration on Water Conservation	Recognition	Mission Green Mumbai	46
Cleanliness Campaign at Chhota Kashmir	Recognition	Mission Green Mumbai	18
Swachh Bharat Abhiyan and Vigilance Awareness Week: Poster Making Essay Writing Competition	Recognition	Airports Authority of India, Mumbai	90
Spit Free India Movement (	Recognition	Sambandh Health Foundation, Gurgaon	950
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	Airport High School	'OCULUS' a Free Eye check-up Camp Free Eye check-up Camp was conducted for students of Airport High school. Event was hosted by Rotaract Club of MNW College on 4th July 2019	3	45
<a href="#">View File</a>				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	34 BAFI students	-	1

(MOU)- Workshop on  
GST

[View File](#)

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industry	Internship	European holidays Atithi Devo Bhava DeHorizon The departures Heena tours Sana tours and travels	01/04/2019	01/05/2019	22

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
The Yoga Institute, Santacruz East , Mumbai MNWC's Smt. Kantaben Shah Research centre for Multidisciplinary Studies	01/11/2020	To conduct research on the psychological impact of the Yoga training programme conducted by The Yoga centre	10

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3370000	1618905

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing

Class rooms	Existing
Campus Area	Existing
No file uploaded.	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM 21	Fully	3.6.0.31681	2016

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14167	1466642	70	24949	14237	1491591
Reference Books	25452	3561234	60	81349	25512	3642583
e-Books	11	8791	Nill	Nill	11	8791
Journals	62	97010	Nill	Nill	62	97010
e-Journals	8	38860	Nill	Nill	8	38860
Digital Database	1	5900	1	67522	2	73422
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##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Sejal Shah	Arvachin PadhyaSahitya no Rasaswad: Urmikavya (Modul - 9)	SWAYAM - MHRD Government of India	01/11/2019
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existin g	164	5	1	9	1	16	2	50	12
Added	1	5	0	0	0	0	1	0	0
Total	165	10	1	9	1	16	3	50	12

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

## 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<a href="#">www</a>

## 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4969000	3705631	7005800	5155093

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

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) The Managing Committee of Maniben Nanavati Women's College ensures optimum utilization, easy availability and continuous upgradation of all physical, academic and support facilities so that all the sections can smoothly function within and with each other on amicable basis. a. The academic year at MNWC spreads from June to May . The Managing Committee meets twice during the academic year - first in August for the review of the last academic year's progress followed by the second meeting in March for the next Annual Budget. Based on the inputs received from the following committees, the Annual Budget is made: • College Development Council: Regular meetings of the Departments and Committees are convened and the Minutes of the Meetings maintained in respective registers. During the meetings, the Heads submit their requirements along with the estimated budget. The requirements are put forth in College Development Council and passed after the resolutions are made. They are then discussed and approved by the Managing Committee • Purchase Committee: The College has a Purchase Committee that abides by the set procurement policy for the purchase of equipment, appliances and, services. Annual Maintenance Contracts are renewed on regular basis: ? Instrumentation maintenance agency has been hired on annual contract basis for the technical support required for online admissions, examinations, document and correspondence management systems, website, and the portal for the MOOC Course in Computer Literacy offered to students ? Annual Maintenance Contract of computers, printers, scanners are renewed with the local agency ? Antivirus and AntiMalware software are installed and upgraded from time to time ? Annual Maintenance for the RISO Digital Duplicator Machine, Photocopier Machines, Lift, Fire Extinguishers, Biometric Machine, Air Coolers and Conditioners, Water Coolers and Water Purifiers, Gas Services and internet services ? The security services and gardening services are regularly maintained b. The Help Desk at the College Office is maintained for the request of repairs and replacements of equipment, LCD projectors, fans , tube lights and furniture fixtures in the premises c. A Master Time Table is prepared jointly by the Supervisor and Assistant Supervisor for the usage of classrooms and laboratories. When not in use , they are used by students for rehearsals and practicesessions for participating in cultural activities d. Entry to the College Library is allowed only to the holders of the valid ICard e. Sports Students have an open access to the Sports Room and Backyard for practice f. For the booking of the A/C Seminar Hall that



has in built sound system, LCD Projector, Chairs, tables and podiums , a separate register is maintained to avoid clashes g. During Sundays, public holidays and vacation, the College offers classrooms to various government as well as nongovernment organizations to conduct examinations, lectures and programmes. Vijaya Bank, ICAI, LIC, ICSI, NGOs and DS Actuarial Education Services use

<https://mnwc.edu.in/maintenance-policy-procedures/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Freeship, College Prizes and Scholarship	94	115220
Financial Support from Other Sources			
a) National	National Scholarship PMSSS J K	1	4175
b)International	National Scholarship PMSSS J K	1	21550
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
SARJAN Soft Skill Development	22/07/2019	57	Vijaya Bank
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Talk on A Journey towards LIC Agent ship	Nill	12	7	Nill
<a href="#">View File</a>					

#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
I. Genetic Cell Net II. Kothari Starz Play School III. TTC Study PR Services IV. ICICI Bank Recruitment Solution	133	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	14	BA	Psychology	Maniben Nanavati Womens College	MA
<a href="#">View File</a>					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
<a href="#">View File</a>	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
QUIZ	College	50
<a href="#">View File</a>		

## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Akansha 2020	National	4	Nil	Nil	Ms
<a href="#">View File</a>						

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

Students are involved in the overall working of the college through their representation in various committees. Following are how the committees involve Students: The Student's Council Committee motivates, promotes, and organizes extracurricular activities providing a platform to the students to bring out their latent talents, develop their overall personality and leadership skills. The Student's Council Committee organizes a large number of events and takes pride in the students winning awards at intercollegiate competitions and also at the University Level. To execute the activities of the student's Council, elections of the Class Representatives (CR's) and Gymkhana representative (GRs) are conducted in July. The elected CR's and GR in turn elect the President, Vice President, and Secretary of the Committee. The elected representatives conduct various activities under the guidance of the teachers in charge. At the time of the Orientation program for First-year students and parents, the CR's give a guided tour of the college to the parents to show them the various facilities that their wards can avail of during their study. The CR's identify a few destinations for picnic keeping in mind safety, budget, travel time, and entertainment value. At the institutional level, they organize Youth Week which includes Literary and Fine Art Competitions. The students are encouraged and trained to participate in theatre and literary events at SNTD Women's University Yuva Mahotsav for which the CR's coordinate with respective teachers. The members of the Student Council and CR's organize the College Annual Day, Teachers Day celebrations, Independence Day, Personality Contest, Prize Distribution Ceremony, and Farewell function for the graduating students. The CR's also share administrative responsibilities such as dissemination of information regarding culture, sports, extra and co-curricular activities through WhatsApp groups. The college magazine Srishti has student members who help in spell check, result from analysis, coordinating with teachers to put up theme-based articles, posters, etc on the Srishti Wall magazine and Srishti News line. The students also help in the NSS cell. Since this academic year, the President and Secretary of the college are members of the College Development Committee representing student's voices.

## 5.4 – Alumni Engagement

### 5.4.1 – Whether the institution has registered Alumni Association?

Yes

Maniben Nanavati Alumni Association (MNAA) was registered under Societies Registration Act 1860, Greater Mumbai (1387/2019 G, B.B.S.D. ) on 29th July 2019). It is now registered under the Public Trust System Act - Greater Bombay Region number 29, (Reg. No, F-76209, dated 10th February 2021). The Executive Committee of the Trust consists of eight members including the President, Secretary, Treasurer, and Members. The main objectives of the Association are: (a) To act as a link between Maniben Nanavati Women's College and its alumni. (b) To extend help to alumni for getting placements and motivating alumni to offer help to present students. (c) To encourage alumni to sponsor activities/ programmes/ events organized by Maniben Nanavati Women's College. (d) To conduct seminars, conferences, exhibitions, meets, and other social functions. (e) To establish the sense of social awareness and responsibility that had been inculcated in them by the college. (f) To increase the college's network through its alumni. (g) To motivate alumni to become members of the association. (h) To conduct various programs (inter-personal and online) for alumni of the Maniben Nanavati women's College and current students (i) To offer the scholarship to bonafide students of the Maniben Nanavati Women's College (j) To publish newsletters -either print or electronic, and other material at Regular intervals and mailing them to the members. (j) To undertake

any other activity that is deemed to be necessary for the objectives of the Society. (k) To organize a get-together for the Alumni. The Association is an active body and engages the alumni for theirs. Relentless support to the institution. Regular meetings of MNAA are conducted to discuss, plan and decide the activities for alumni engagement and support. The Alumni members who are professionally settled are invited to share their expertise with the current students for conducting. bridge courses, placement activities, judging competitions, training students for skill acquisition, and counseling. During the Pandemic, a few alumni offered financial support for the payment of fees for the needy students. The MNAA played an important role in planning and executing the Project 'Clean Campus, Green Campus'- an initiative to promote a clean and eco-friendly campus. The Alumni actively participate in cultural programs such as get-to-gathers, Independence Day celebrations, and other cultural events.

5.4.2 – No. of enrolled Alumni:

548

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

120400

5.4.4 – Meetings/activities organized by Alumni Association :

Maniben Nanavati Women's College (MNAA) is registered under Societies Registration Act, 1860 - Registration No. 1387/2019 on 29th July 2019. Alumni from all the departments were invited to conduct the Bridge Course conducted for 1st Year students in July 2019. Alumni Meet was held on 29th February 2019. 83 Alumni from 1990-91 batch participated and enjoyed DJ Music. Yogini Trivedi, alumni of college-trained supported the event organized by Gandhian Study Centre, NSS, and MNAA on the life and events from Mahatma Gandhi's Autobiography on the 30th September 2019. 10 Alumni from B.A., B.Com. and M.Com attended Annual Day Programme held on 14th December 2019. Shirin Plasterwala and Nyamat Chadha from 2018-19 batch appointed as a faculty in PG Department of Psychology. Unnati Bharadwaj, Hitanshi Sharma Counselling Psychologist, batch 2018-19 Nehal Deora from batch 2014-15 supervise Internship for 34 M.A. II students from 15th July 2019 to 20th March 2020. Fizza Khan Melissa D'souza Clinical Psychologist from 2018-19 batch is appointed as a Teacher Assistant at KEM Hospital for M.A. II Clinical Student. A lecture cum demonstration on "Corporate Grooming" was conducted for F.Y and S.Y.B.Com vocational students by Nilofer Shaikh, Professional Makeup Artist from B.Com 2007-08 batch on 28th August 2019. March 2020. Sanober Menon Clinical Psychologist from 2016-17 batch supervise the Research Activities done by 4 M.A. II students. Queeny Vithalani from the 2017-18 batch was invited to judge Personality Contest in January 2020. Kirtana Kunder Surabhi Joshi from Psychology Department 2016-17 batch was invited to judge Psychophonics. On the occasion of World Tourism Day 27th September 2019, Cajelin Fernandes, B.Com (2008-09 batch) currently working in Book My Show as a Senior Executive gave a talk on "Scope and Opportunities in the Tourism Industry". Neha Singh from Sociology 2009-10 batch invited to as a Guest Lecturer on 3rd October 2019. 50 students participated. Vibha Bhora (NCC Ceded) from BMS Batch 2018-19 demonstrate various Self Defence Techniques for 23 students of FY SY BMS on 20th December 2019. Richa Chotalia from B.A. Gujarati batch 2011-12 gave a talk on 'Speak with Confidence' for 18 B.A. -Gujarati students on 7th 21st January 2020. Padmini Achwal, Clinical Psychologist batch 2018-19 delivered a talk to 58 M.A. I students on 28th 30th January 2020. Career Guidance talk by 10, DC English Alumni's from 2018-19 batch on 1st February 2020 for 10 T.Y. DC English Students. Geeta Yadav, Zara Khan, Sneha Balam Hansa Sojitra from M.Com batch 2015 2017 gave a talk on Self Management and Career Path: College to Corporate to 22 M.Com I II students on

5th February 2020. Reshma Gada, Punam Shukla, Bhavana Savla, Purnima Srivastav, Janki Tambe from B.Com 2004 to 2014 batches were invited to give a talk on the "College to Corporate" batch on 18th February 2020, 150 students participated.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The institution offers a highly democratic setup where all the stakeholders – students, management members, parents, teaching and non-teaching faculty, alumni, employers, community members, and others- participate in making key-decisions to contribute towards the common goal of all-the institutional growth and development. Three major stakeholders- the Managing Committee, IQAC, and CDC work in accordance with all the Departments and Committees. The Departments and Committees, at the beginning of the academic year, draft their own SOPs in alignment with the vision, mission, and goals of the institution. All the SOPs once made are reviewed by the NAAC Support Committee and recommendations, if any, are made to the Departments and Committees. In order to carry out a systematic and effective functioning, the members of each Department and Committee meet regularly to discuss and review the SOPs and matters for reconsideration, if any. In cases of planned collaborative events or projects, the concerned Departments and Committees conduct joint meetings to attain the desired results. . The following two cases are examples of how stakeholders come together and involve themselves as key decision-makers : Case 1: The Heads of the Departments had recommended the IQAC to subscribe to the global e-journal database so that the students and teachers are able to get online access to a large number of research journals. In the Library committee meeting held in September 2019, the IQAC members put forth the suggestion to the Librarian which was unanimously accepted by all. It was unanimously decided that a part of the annual budget of the Library would be spent on subscribing J-Gate. In March 2020 the subscription was made which received a great response during the lockdown period with a total number of 1294 hits and 948 searches. The numbers are still counting. Case 2: In a meeting held in October 2019 with the Principal, the Non-teaching staff made a representation stating that there was a need to build up a separate corpus for Staff Welfare to provide them loan facility at zero percent interest for unforeseen circumstances, housing, marriage, children's education or other purposes. It was decided unanimously that all the funds allocated as staff expenses or token of gratitude during major events such as conferences, seminars, short terms programs, and others be diverted to staff welfare funds. The Management has also agreed to give its share as and when required for this facility. A policy for the same has been drafted by the Non-Teaching staff members after they had conducted informal meetings for deciding the terms and conditions. It has been documented and communicated to all the administrative and support staff members. Six members have taken the benefit of this facility and more can avail the benefit of this practice. Thus the institution promotes the culture of decentralization and participative management thereby involving all the stakeholders in making key decisions and implementing them

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

Partial

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
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<p>Examination and Evaluation</p>	<p>The college follows a semester system in which some marks are allocated for Continuous Internal assessment and other marks for external assessment a. First Year Examinations conducted jointly by the College and University • Offline exams for Sem I • Online Examination for Repeaters during the lockdown • Online submissions of Question Papers, Internal Assessment marks, and Result Analysis • Time table on college's social media pages • Auto-generated Hall Tickets Attendant Sheets • Photocopy verification and revaluation facilities offered • Grievance Redressals within 12 working days • Open House and counseling for parents b. Second - Third Year Examinations conducted by University • Before 45 minutes password sent by University to Examination Superintendent for question papers • Barcoded Answer Books • Online Examinations for final semesters during the lockdown</p>
<p>Teaching and Learning</p>	<ul style="list-style-type: none"> <li>• Compilation of booklet of guidelines for teachers for student-centric methods of teaching-learning</li> <li>• Teaching plans made at the beginning of the year</li> <li>• Adherence to Academic Calendar</li> <li>• Increased Use of ICT in classrooms</li> <li>• Structured framework for teaching-learning and assessment for Weak and Advanced learners</li> <li>• NAAC Support Committee reviews the SOPs of the Departments and makes recommendations if any</li> <li>• 100 hours of MOOC Computer Literacy Course for fresher's</li> <li>• Excel Training for student</li> <li>• Short film making workshops</li> <li>• E-resources, Book Bank and Reprographic services by Library</li> <li>• Attendance Record on RFID shared with parents by SMS</li> </ul>
<p>Curriculum Development</p>	<ul style="list-style-type: none"> <li>• One faculty member was nominated as a member of the University's Academic Council. Two faculty members are Chairpersons of the Board of studies (BOS). One of them contributed to revising the whole syllabus of B.COM(AFI) using Student-centric methods of teaching-learning.</li> <li>• Teachers are Members of BOS of University and Autonomous Colleges, Advisory Board of ICT, and HRDC.</li> <li>• Departments of Commerce and Management prepared a syllabus for two certificate courses approved by NSQF.</li> <li>• Content Analysis</li> </ul>



	workshops for revised syllabus organized by two departments
Research and Development	<ul style="list-style-type: none"> <li>• Establishment of Kantaben Shah Research Centre for Multidisciplinary Studies</li> <li>• Research Horizons, the annual research journal since 2002 Enlisted with EBESCO, USA.</li> <li>• ANVESHAN, annual Intercollege Research Competition with FRIEDRICH EBERT STIFTUNG organization</li> <li>• International conference with Lincoln University, Malaysia</li> <li>• 2 National Conferences: sponsors- MHRD and GNC</li> <li>• Research Projects awarded to 3 Faculty members</li> <li>• 5 teachers pursuing Ph.D.</li> <li>• Ethics Committee for maintaining quality</li> <li>• Research Methodology Workshop on Dissertation. Writing for all SNDTWU Postgraduate students</li> <li>• Dissertations by Postgraduate students</li> </ul>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library: J-Gate and N-List Subscription, College Foundation Day Display, Barcoding of Periodical section, Lending of periodicals through SLIM software, Digitization of old question papers by PG interns, ICT: purchase of computers, laptop, printer, zoom licensed package. TALLY software, Launch new website domain, institutional email ids for staff, up-gradation of Office DMS, Advanced Excel training to Accountant, Attendance on RFID, Online Payment gateway for fees, Online admission mechanism</p> <p>Infrastructure up-gradation with procuring wheelchair, harmonium, water purifier, incinerators, mobile phone, intercom telephones, property insurance, fire extinguisher renewal, Repairing Painting of premises .</p>
Human Resource Management	<ul style="list-style-type: none"> <li>• Awards and appreciation for teachers and non-teaching staff for their outstanding contribution</li> <li>• IT/ Internet support</li> <li>• Full Time Technical Assistant for Smart classrooms</li> <li>• Self Assessment by teachers at the end of the year- Review and feedback by Principal</li> <li>• Teachers' Effectiveness Scale measured based on students' feedback</li> <li>• Management appoints full-time staff for the aided section awaiting NOC.</li> <li>• Management also appoints staff for unaided sections and nonteaching staff where ever required.</li> <li>• Duty Leave and support to Teaching Non-Teaching Faculty for attending professional development programs being Resource persons, Keynote Speakers,</li> </ul>

	<p>Chairpersons, Subject Experts at Academic/ statutory bodies, meetings, and events • Regular professional development training Workshops for Teaching Non-teaching staff • Sports for Non-teaching and Teaching staff • The security team is hired to cater to the safety of stakeholder •</p>
Industry Interaction / Collaboration	<p>The College has a well-established and active Placement Cell. MOUs with Generation Call net, TISS, Global innovations Pvt. Ltd., Aryan Academy for Competitive Exams Coaching, BSE, Sabre Travels were signed. Aptitude Test conducted by Innovations Global Pvt. Ltd. Utkarsh, the annual job fair, Genetic Callnet, ICICI Bank Recruitment solutions, Trivial Tourism Company Study PR Services, and Kothari Starz Play School. Linkages with My Captain, Fly High Aviation Academy. Some companies offer Internship opportunities to our students. Students internship with hospitals, industries, and schools.</p>
Admission of Students	<p>The College has a well-structured Admission Committee. Before the admissions start, the committee decides strategies. They ensure • Compliance with norms for Gujarati Linguistic Minority institutions. • Updating of College Prospectus every year • Pre Admission forms along with counseling for the selection of subjects • Orientation Sessions and Counselling for in house Higher Secondary students • Enrolment initiatives by Public Relations Committee at various schools • Merit based admissions for M.A. Psychology Programme •</p>

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> <li>• Online Staff, IQAC, CDC, Departments, and Committee Meetings during Lockdown</li> <li>• New website with a bigger domain capacity</li> <li>• Institutional email ids to the staff. Records and documentation were maintained there.</li> <li>• All Notices Minutes of Meetings of CDC IQAC sent by email to ensure speedier and digitally stored correspondence</li> <li>• The Office staff works collectively on Google Sheets, Docs, and Slides for collection and distribution of data</li> <li>• The College Administrative Office and Examination Section work completely on</li> </ul>



	<p>e-governance • Notices and announcements on the College website and other social media</p>
Administration	<p>The College Administrative. The office was fully functional online during the lockdown period. We have a Customized Unique E-Governance System that includes: • Electronic Correspondence Management System • Electronic Service Records Management System • Digital File Management System • Inventory Management System • Student Information Management System • Examination Information Management System • Accounting Management System • Wifi enabled office • Mobile Governance • Biometric Punching System • Access to selected data given excess to college authority through mail/web • Technological Upgradation for better MIS working by the Administrative Section • Online Admission forms created • Introduced Online Payment of fees. Payments by NEFT</p>
Finance and Accounts	<p>• During lockdown all Payments done ONLINE • The Accounts Department has developed the Payroll system for smooth, accurate and prompt functioning. • Salaries of teachers entered Online in Higher Technical Education portal SEVAARTH • Salary payment Register , Form No. 16, Salary Summery Expenses are auto generated and further incorporated in Form No.16 for the Government Assessment Grants File • Fully Computerized Accounting system, so the Accounts department is always prepared for any external audit. • Nil Audit Para of Accountant General and No Negative Remarks from Statutory Auditors. • Assessment Reports till 2017-2018 received from Joint Director's Office after vigorous follow up online</p>
Student Admission and Support	<p>• Online admissions for First Year, Second Third Year- UG and PG admissions • Online Gateway Payment for fees • Use of Digital media for announcement of courses and admissions • Online Admission Forms from the University portal • Fee Receipts generated online • 16 digit Student Permanent Registration Number of student issued by University after the eligibility norms are cleared • Library Automation Services for students soon after enrolment • Access to NList and J-GATE</p>

other e-resources • Online Public Access Catalogue (OPAC) library Services • College Website and social media groups

**Examination**

• The Examination Management System is e- governed. • Internal External examinations for First Year Undergraduates conducted in Collaboration with University. • Examination Forms, Hall Tickets and Marksheets generated by DUSNDT Portal (DUSNDTP) • Internal and External Assessment marks are submitted to DUSNDTP • The College has its own online mechanism for : submission of question papers by teachers conducting result analysis maintaining past records and generating the Course wise Toppers' list. • For Second Third Year Undergraduates all Post Graduates, the University conducts exams. The college follows all the procedures of DUSNDTP. • Internal Examinations and Exams for Repeaters conducted online by College during Lockdown

**6.3 – Faculty Empowerment Strategies**

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Ms. Prerna Ramteke	International Conference on Society : Reconstruction, Reflection and Responsibilities	Shivaji University, Kolhapur, Maharashtra	2000

[View File](#)

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	"Filling up Academic Performance Indicator"	-	17/06/2019	19/06/2019	29	Nil

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Managing Online Classes Co-Creating MOOCS	1	20/04/2020	06/05/2020	14

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
18	17	20	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Appreciation Trophies and Certificates to Teachers who have received honours and recognition for their outstanding contribution from external agencies • Special. Encouragement for applying for awards and recognitions outside college • Serenity area for teachers for Relaxing</li> <li>• Free internet • Separate pantry for teachers with electrical appliances such as refrigerator, microwave, watercooler, • induction plate and water purifier Airconditioned Staff Room</li> <li>• Free entry to Fitness Centre for two days in a wee • Medical counselling once a week • Counselling Services • Relaxation in timing for researching teachers • Duty Leaves for Paper presentations at seminars and conferences • Gift and Farewell to Retiring Teachers • Sports Day and Prizes for Teachers • Best Reader Prize by Library</li> </ul>	<ul style="list-style-type: none"> <li>• Interest Free Loan Facility for children's education, marriage, housing etc • Staff Welfare fund • Medical Assistance by doctor • Counselling services • Sports for all • Musical Programme for Relaxation and Recreation • Provident fund scheme and Gratuity 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 with additional income • Provided Uniform, washing Allowance , Umbrellas for Class IV staff • One day Picnic for Class III IV was arranged • Provided Computer Advanced Excel Course Fees for Class III Staff. • Provided Class III IV Diwali Refreshment. • Provided Registration Fees for attending Workshop and</li> </ul>	<ul style="list-style-type: none"> <li>? Project AKSHAYA for nutritious breakfast ? COVID 19 concession in fees ? Instalment facility for fees ? Counselling during COVID 19 lockdown ? Free Internet ? Concessional Photo Copy Facility ? Scholarships to needy ? Gym ? Group insurance ? Airfare from Mumbai to Amity University, Gurgam</li> <li>• Bus fare for Youth Red cross Leadership Camp • Registration fees for Youth Red cross Leadership camp • Registration fees for CASI-MAHA Model United Nations • Sports Coaching</li> <li>• Sports Registration Fees • Blazers for student Council members • Sports Uniform • Wardrobe Arrangement for Blazers and other uniforms</li> </ul>

for Teachers •  
Maharashtrian Traditional  
Haldi Kum Kum Gathering  
for recreation

Seminar • Air conditioned  
College Office • Diwali  
gifts to all Class III  
and Class IV staff . •  
Encouragement for  
Participation in Women's  
Day Celebration and other  
events • Farewell Gift  
for the Retiring staff •  
Maharashtrian Traditional  
Haldi Kum Kum Ceremony  
Gathering for recreation

## 6.4 – Financial Management and Resource Mobilization

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

**Internal Audit :** It is conducted every six months by our internal auditor Mr. Sunil Dedhia Chartered Accountants, Sunil V. Dedhia Co., Chartered Accountants, Borivali (West), Mumbai. At the end of the financial year after completing the finalization of accounts the relevant reports produced are Notes to Balance Sheet, Certificates and Annexure, etc. The balance sheet is presented approved in the Managing Committee Meeting which is minuted in the Minutes book every year. **External Audit:** The Joint Director's Assessment of Salary Grant Non-Salary file s are submitted every year before 31st July to Joint Director's Office and Auditor General's Office, Mumbai with Detailed information in their prescribed proforma i.e. A to K Forms, Form No. 5 of Salary Assessment, Form No. 6 of Non-Salary • Joint Director's Assessment of Salary Grant Non-Salary is conducted every 3 years and it is completed till 2016-2017. • Senior Audit is conducted every 3 years by State Government Auditors after receiving Joint Director's Assessment Report which is completed till 2016-17 and Report is recorded • Accountant General Office, Pratishtha Bhavan, Mumbai was conducted between 05/03/2019 to 13/03/2019 for the period from 2008-09 to 2017-18. The report is Recorded in College Digital Archive • To get specific financial information new heads of accounts introduced as per NAAC guidelines • Initiated consolidation of accounts data as per the prospective requirement of NAAC • Initiated Google Sheet to prepare consolidated Data of accounts and uploaded it on the drive to fill year-wise information of all departments.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Khadi Mandir	500000	Scholarship
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

13248142

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	NAAC Support Committee
Administrative	Yes	Sunil Dedhia	Null	Null

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

• PTA in collaboration with Placement Cell organized a Talk on "Women Employability and Women Empowerment by Advocate Gauri Chabbaria on 23rd November 2019, 46 students of T.Y. BA, B.Com., BMS, B.Com.(AFI) along with their parents attended the same. • A talk on 'Solid Waste Management' by Mr. Arun Pawar, BMC, Vile Parle on 15th February 2020 was organized for 106 parents of F.Y. BA, B.Com., BMS, B.Com.(AFI), B. Design parents. • A joint project by Parents, Alumni, Ex-Teachers, Students, Staff, and Mission Green Mumbai-An NGO Bombay Municipal Corporation has been undertaken to install 'Piped Compost Pit and Water Harvesting' in College Campus. • Advocate Ms. Rani Ghai (parents of Ms. Sarah Ghai T.Y.B.A. Psychology ) offered. Her expertise during the lockdown period to teach Business Law paper to B.Com-II from 6th September 2019 to February 2021 for 2 lectures per week. • Mrs. Kalyani Pawar, our top-ranked alumna and parent of Ms.Tanvi Pawar (TYBA -Psychology) participated in a video promotion for the college on social media

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

Administrative Department organized an Orientation Programme on "Training on Digital Data Centralization" on Monday, 17th June 2019 Administrative Department organised Training on "Working of the entire office in the paperless manner" for 9 students of the Mulund College of Commerce, Mulund West Attended workshop at Shailendra College, Dahisar (East) on "7th Pay Commission and Accounts Audit" on 26.02.2019 Attended workshop at Valia College, Andheri West on "New AQAR Methodology" on 23.07.2019 Organised Administrative Department "Sur-Milap" A musical Self-development workshop for non-teaching staff on 19.10.2019 Conducted Administrative Department Event on Team Building and Group Dynamics Amidst Nature on 04.01.2020

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Applied for National Skills Qualifications Framework (NSQF) and got approval for two Certificate course 2. Applied for The National Institutional Ranking Framework (NIRF) and now college is listed amongst applicants colleges. 3. College applied for the award of Best College of the university for the year 2018-19. College received the Best College Award amongst 105 SNTD affiliated colleges. 4. Collaborated for Tata Institute of Social Science for Skill Development Programme for students. 5. Revamping of College Website 6. Celebrated 150 Years of Gandhiji with various activities in the whole year. A book on Gandhiji's views were published with an ISBN. 7. Applied for Rashtriya Uchatar Shiksha Abhiyan RUSA 8. Registered for Swayam - NPTEL.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Understanding Tackling	22/04/2019	08/05/2019	10/05/2019	200

a Few  
Unattended  
Areas of The  
NAAC  
Assessment.  
National  
Webinar

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
GENDERLOGUE: "Moving Towards Gender Equality: Form Mathura to #MeToo"	30/07/2019	30/07/2019	209	32
SAMATVA (Equality for All) Gender Empowerment Week.	17/01/2020	23/01/2020	989	Nil
Lecture on 'Gender Counseling'	01/02/2020	01/02/2020	30	Nil
Celebration of International Women's Day	28/02/2020	08/03/2020	94	Nil
Visit to watch 'Thappad' movie	28/02/2020	28/02/2020	39	Nil
Launch of 'Satrangi - Haq Se'	09/03/2020	09/03/2020	10	Nil
Two Day conference on "Women's Health: Social and Nutritional Perspectives"	27/06/2020	28/06/2020	214	Nil
'GENDER LENS ON COVID 19 CRISIS'	07/08/2020	07/08/2020	112	Nil

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

Percentage of power requirement of the University met by the renewable energy sources



1. Gandhi Study Centre organized a demonstration by Smt. Poonam Lohar for Cloth Bag Making on the 116th Birth anniversary of "Mani Ba" on 28th February 2020.

2. Commerce department took 43 SY and TY B.Com students for a visit to Yash Raj Waste Management Centre at Andheri, to gain knowledge about the process of recycling dry waste.

3. A talk on Tree Plantation Mission Green Mumbai was organized on 1st July 2019 for 60 students.

4. A talk on Tree Plantation Mission Green Mumbai on Environmental Awareness was organized on 4th July 2019 for 45 students.

5. VRUSHAK a free samplings Donation Drive was undertaken from 8th August 2019 to 15th August 2019 by 105 students.

6. A Peace Rally On 'Say No to Nuclear Bombs' was organized by NSS Cell, SNTWU, Bombay Sarvodaya Mandal on 6th August 2019 for 38 students.

7. Campus Cleaning drive was organized on 25th September 2019 where 18 students participated.

8. Tree Plantation Drive was undertaken at Aarey Colony by NSS on 21st January 2020 by 25 NSS volunteers.

9. Safar 3141- A trip to Bhivpuri waterfalls to be with nature was organized on the 10th of August 2019, where 40 students participated.

10. On the occasion of Gandhi Jayanti 22 students volunteered at a Cleanliness Campaign at Aarey Colony, Chhota Kashmir (Goregaon), organized by Mr. Subhajit Mukherjee, founder of Mission Green Mumbai in collaboration with Indian Red Cross Society on 2nd October 2019.

11. Beach Cleaning Drive at Juhu beach by 23 NSS volunteers during NSS camp done as part of Shramdan was conducted on 21st December 2019.

12. A rally on Clean Environment in association with BMC in K Ward, Vile Parle was conducted during the NSS Camp on 20th December 2019, 36 NSS volunteers participated in the same.

13. Eco Brick challenge organized by Indian Red Cross Society, Maharashtra State Branch and Youth Red Cross, Mission Green Mumbai on the 20th September 2020 45 students participated.

14. A webinar on the Pledge for Covid-19 Appropriate Behaviour was organized on the 10th October 2020 and 97 students actively participated.

15. Beach Cleaning Drive by the Rotary Club of Bombay Airport was organized on the 13th of September 2020 6 students participated.

16. BEST OUT, OF WASTE organized by Rotaract Club of Maniben Nanavati Womens College on 17th September 2020, and 14 students participated.

17. Tree Plantation Drive ar Aarey colony in association with Mission Green Mumbai was conducted on 21st January 2020, 25 NSS volunteers and 2 NSS teachers participated in the same.

18. The installation of LED lights in place of the regular ones has shown a remarkable decrease in the consumption of units . In financial year 2018-2019, the annual consumption was 95, 905 units. It came down to 81,628 units in 2019-2020. This the college is conscious about the energy saving need of the day.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nil
Rest Rooms	Yes	2
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	1

#### 7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2019	Nil	1	05/07/2019	5	HAPPY SOLES' a Shoe Donation Drive in association with Rotaract Club of MNWC in collaboration with Rotaract Club of Lokhandwala	Shoe Donation Drive	63

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Students Diary	30/07/2019	The Code of conduct is mentioned in the Student Diary like related to attendance, examinations, leave of absence and other relevant information.
Faculty Log Book	25/06/2019	<ul style="list-style-type: none"> <li>The FLB has a motivational quote on the first page.</li> <li>The FLB has the following information on separate sheets: <ul style="list-style-type: none"> <li>Titles of paper Code numbers, workshop/ seminars attended,</li> <li>Guidelines for time, Rules for CL, DL, SL, reports, duties, event information, important contact numbers, Academic Calendar, List of Holidays, Use of Technology details, personal leave record, Time table of each teacher, Teaching plans which are recorded, in the FLB.</li> <li>The FLB is checked by the Principal</li> </ul> </li> </ul>



		at the end of each semester.
Internship Rule Book (MA Psychology)	15/07/2019	The code of conduct mentions the rules to adhere to functioning at internship centers.
Administrative Office Code of Conduct	15/06/2019	<ul style="list-style-type: none"> <li>• It has been adapted from the Government book of rules.</li> <li>• It has the following information: guidelines for work time, rules for CL, DL, SL, reports, responsibilities and duties, personal conduct, dress code, and other relevant content.</li> </ul>

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

Activity	Duration From	Duration To	Number of participants
Blood Donation Camp	19/06/2019	19/06/2019	3
<a href="#">View File</a>			

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

<p>1. Campus with full of greenery 2.LED Tubes in Full Building 3. Kitchen Garden 4. Office Automation for 100 digitalization 5. Incinerators for disposal of sanitary pads. 6. MOU with Eco-friendly industries for the collection of Ewaste 7. Manure making and using the manure for the kitchen garden in the food lab 8. Collection of paper waste in association with Global Green Renaissance foundation</p>
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### 7.2 – Best Practices

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

<p>1. Title of the Practice: SARJAN (Skill Development Course for Speaking and Writing Skills by Departments of Hindi, Gujarati and English under the aegis of MNWC Literary Association) 2. Goal: • To have a practical and strategic approach to empower students to have a greater influence and impact in a variety of literary events academic and other through honing their speaking and writing skills. • To train students and prepare them for participation in competitions, instill confidence and give them an edge in all areas of life. • To train the students in Dramatic skills, Public Speaking, Poetry and other writing skills. 3. The Context: Two initiatives, one by the Students' Council and the other by the Literary Association of Hindi, Gujarati, and English with support from IQAC under project SHILPI was instrumental in starting SARJAN Skill Development Course for Speaking and Writing Skills. In 2016- 17 the Students' Council Committee had informally taken the lead to organize a training program for Literary skills. The committee took the initiative and chalked out a training program in literary skills by inviting experts in their respective fields. Students were intensively coached by the members of the Students' Council committee. It was found that some of the students who were trained, participated in intercollegiate/ University literary competitions and won prizes. Thus, in 2017-18 the IQAC, under project SHILPI directed departments to plan and organize Skill Development programs. The Literary Association of Hindi, Gujarati, and English Departments came together and the brain stormed over this matter. It was decided to collectively organize</p>
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training for all interested students to help them acquire literary skills where they would be trained by external experts. This training would also help them to get over their inhibitions and be able to participate in all levels of competitions. Hence the idea of SARJAN (Creation): a Skill Development Course germinated and was planted in 2017-18. SARJAN will also enable and empower students to acquire effective communication skills and thus accelerate their growth for being "career ready". 4. The Practice: The teachers were instrumental in selecting the students for the course. For students coming from non-literary backgrounds, the teacher identified students who showed an inclination towards Literature and creative arts. The course was designed to suit the requirements of students from literary and non-literary backgrounds. It was also formed to train them to become independent learners and thinkers. In the academic year 2019-20, a 5 days Skill Development workshop for Speaking and Writing Skills was conducted from 22nd July - 26st July 2019. It was sponsored by the Bank of Baroda, Vile Parle (West) Branch. The resource Persons were Mr. Devmani Pandey, Mr. Arun Shekhar, Mr. Bhavesh Mehta, Ms. Mona Sheth, and Dr. Avaneesh Bhatt. Day 1- Poetry writing and Recitation, Resource Person was Mr. Devmani Pandey. The session focused on the basics of poetry writing and poetry recitation. Day 2- Theatre Skills, Resource Person was Mr. Arun Shekhar.

The session focused on developing acting skills followed by short skit presentations by the students to showcase the skills they learned during the session. Day 3- Presentation Skills, Resource Person was Mr. Bhavesh Mehta. The session focused on presentation skills for elocution competitions. The students were acquainted with maintaining appropriate voice modulation while speaking to a larger audience. Day 4- Art of Interview, Resource Person was Ms. Mona Sheth. The session focused on how to cover interviews of people as a journalist. The students were taught to expand upon the basic questions of "who, what, where, how, when, and why" of news reporting. Day 5- Creative Writing Skills with Dr.

Avaneesh Bhatt as resource person. The session focused on creative writing skills for persuasive essays and poetry. The students were acquainted on how to transform their ideas into words on paper. At the end of the 5-day workshop,

students acquired various skills like writing, reading, speaking, and presentation. Students were presented with books as prizes. Certificates were distributed to 73 students who participated in the Course at the Valedictory function. 5. Evidence of success: The literary course enabled the students to acquire exposure, which molded them to bring about a change and make the best use of literature to think and write creatively. The students participated in

various college, inter collegiate, and national level competitions winning several prizes. Title of the Practice: Self Care Central MNWC Self-Care Central is an initiative by the Post Graduate Psychology Department of Maniben Nanavati

Women's College during the academic year 2019-2020. Goals: 1) To promote awareness of suicide as a mental health concern as a part of observance of the World Mental Health Day theme for 2019. 2) To sensitize students to the issue of suicide from a practical on-field perspective. 3) To acquaint the students with the dynamics of running a large community-based prevention campaign. 4) To empower students to connect with experts in the field as well as other stakeholders in the mental health space. 5) To provide students with an opportunity to build their decision-making, team management, fundraising skills. 6) To facilitate a conversation on the discourse on mental health, openness, and accessibility of mental health care and barriers to the same amongst the general population. 7) To promote the department and the college in public space. Context: Context: The rationale behind the campaign was to make

our department and students take on an active role in working with mental health. in general, and suicide, more specifically. The theme for World Mental Health Day 2019 being Suicide Prevention gave us further impetus to run a month-long awareness campaign on suicide. With the worrisome rates of anxiety, depression, and suicide in India, on one hand, and the numerous social and systemic barriers to mental health care on the other, the role of

paraprofessionals, non-professionals, and even, the general population in promoting awareness of suicide is extremely important. Our campaign was designed around this goal and split into various modalities (online and offline), goals (dissemination of information and awareness, fundraising), and involved the voices of experts from not only the state and the country but beyond. The campaign required the students to plan and execute a number of events, liaison with authorities, generate funds along with making decisions on-the-go about various initiatives. It involved massive coordination of teams, both online and offline, along with a careful selection of activities and programs for different legs of the event like a workshop in a school, a guest lecture, and multiple innovative events in our premises, and culminating in a walkathon at the community level. Outcomes: The students were able to engage with the concept of suicide and related issues in a practical manner. The students became conversant with the efforts needed in planning and coordinating a campaign of this scale. They actively connected with resource-persons and experts to add a technical edge to the campaign. They worked to generate funds and manage how those funds were utilized they also promoted the event extensively leading to greater participation in both the online and offline events. They also learned to work in tandem with each other, manage different opinions and ideas so that a unified sense of team effort came through. Journey so far: Since this is a new initiative, the primary goals of awareness through action were fulfilled. The students were the primary architects of this effort, from deciding the blueprint of the campaign to coordinating with invitees, and raising a fund of Rs. 10, 000 for donation to an NGO working with suicide prevention. Journey forward: The department looks forward to making this campaign more extensive, reaching out to groups especially vulnerable to suicide and mental health issues, and reaching their voices out. In addition, the campaign goals would include more fundraising and community-based action, along with building a more intensive and consistent online presence of the department. Opportunities for improvement: 1) Increasing fundraising and sponsorship scope 2) Increasing activities directly targeting at-risk segments 3) Designing activities that do a "deep dive" into the mental health discourse

Title of the Practice: Food Waste to Kitchen Garden: A Small Step Towards Environmental Awareness (executed by Food and Nutrition department) 2. Objectives Of The Practice: • Educate and sensitize students about biodegradable waste. • Teach the method of making manure out of the leftovers of fruits and vegetables in the Food Nutrition (FN)Lab. • To develop a Kitchen Garden using the same manure • To introduce students to the urban methods of growing plants in homekitchens 3. The Context: On February 5, 2018, under Project NIRMMA, a talk on Biodegradable Waste by Ms. Mayuri Shinde from Stree Mukti Sangathan was organized to show how to make manure from the organic waste accumulated in the Food Lab. The process of decomposition and use of manure was thoroughly explained. Thirty-two students from the Department of FN who attended the talk were inspired to make manure and cultivate a kitchen garden in the Food Lab. 4. The Practice: On 9th

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

<https://mnwc.edu.in/best-practices/>

### 7.3 – Institutional Distinctiveness

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

1. The institution's Vision Sa Vidya Ya Vimuktaye (Knowledge is that which liberates). In line with the vision, the college focuses on empowering women through knowledge, skills and providing holistic development of students. 2. The institution imparts education to women from all strata of society and

diverse backgrounds. The College also gives opportunities to adult learners who want to enroll in any program after a considerable gap in their studies. 3. Divyangajan students are given special attention and time to make Teaching Learning and the overall developmental process more effective and comfortable for them. For this, the Divyangajan cell is planned to be initiated in 2020-21.

4. The college offers vertical progression to students. The students take admission to the college after completing their schooling. Taliban Chhaganlal Lalji Valia Junior College offers Higher Secondary Course (HSC), Maharashtra State Board in Arts and Commerce streams. After graduating with B.Com/ BAFI/ BMS degree, students have the option of enrolling in M.Com with a specialization in Human Resources Management or Advanced Financial Management, Accounting, and Auditing. Also, there is an emphasis on skill development and so partnerships with TISS and NSQF have been executed. 4. Specialisation in Counselling and Clinical Psychology offered by the PG Department of Psychology is highly coveted by students from other college students. To ensure a seat in the PG Psychology program, many students from other colleges take admission at the TY BA level. Also, a large number of applications are received from students from other universities due to which enrolment closes at a high cut-off rate. 5. Dr. Bhanuben Nanavati Career Development Centre offers a wide range of vocational long and short-term Certificate, Diploma, and Advanced Diploma courses. These courses are designed, introduced, and revamped to add various skills. Every year depending on the trends and changes in careers, old ones are phased out and new courses started. 6. Personality development workshops, attending leadership camps, participating in team-building activities lead to the empowerment of students. Participation in cultural and NSS activities promotes self-development. The students learn to work in teams and groups and contribute to each other as well as to the community. 7. The college has excelled in sports for the last few years. They participate in national, zonal, state, district, and intercollege sports events and win prizes. Coaches are appointed for training students in different sports. Just as the college has developed a niche for pg Psychology, similarly girls from other colleges take admission for the sports environment. 8. The performance of our students in cultural, co-curricular, and extracurricular, sports, research, and academic spheres makes us proud of our winners. Thus, the College works to prepare students to be responsible citizens. 9. Not only student development, but staff are also encouraged for higher studies, value-added courses, and research. The Kantaben Shah Research Centre has evolved with this focus.

Provide the weblink of the institution

<https://mnwc.edu.in/>

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

1. To start a Women's Study Centre 2. To apply for 2 PG courses- Masters in Public Health and MBA 3. To apply for Integrated Courses BA B.Ed 4. To apply for Academic Autonomy 5. To increase collaboration with Industry and International Organisations 6. To expand the Kantaben Shah Research Centre (KSRC) 7. To organise Advanced Excel training for all students of SY in degree college. 8. To organise workshops to train students for Self-Defence