

# AAA Report



संस्कृता स्त्री पराशक्ति

NAAC Reaccredited with 'A' Grade

**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**


*Certificate*

Of

**ACADEMIC & ADMINISTRATIVE AUDIT**

This is to certify that, as per the Maharashtra Public Universities Act, 2016, Section 117, the Academic & Administrative Audit Committee of SNDT Women's University, Mumbai visited the college on 11.10.2023 and is pleased to declare that **Maniben Nanavati Women's College, Vallabhbai Road, Vile Parle (West), Mumbai** has received 'A++' grade in Academic & Administrative Audit which is valid for 3 years (from 2023-24 to 2025-26).

Date : 31.01.2024

  
**Pro-Vice Chancellor**  
Pro Vice Chancellor  
SNDT Women's University  
Mumbai 400 020

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, एन्. ठाकरसी रोड, न्यु मरीन लाईन्स,

मुंबई - ४०० ०२०. महाराष्ट्र, भारत

दूरध्वनी : 91-22-22033313

E-mail : pvc@sndt.ac.in



**S.N.D.T. Women's University**

1, N. Thackersey Road, New Marine Lines,

Mumbai - 400 020. Maharashtra, India

Tel.: 91-22-22033313

E-mail: pvc@sndt.ac.in

*Prof. (Dr.) Ruby Ojha*

Pro Vice-Chancellor

Aff.Gen-1/AAA/2023-24/1219

October 09, 2023.

To,

The Principal/ In-charge Principal of affiliated college stated below,

1. Shri M.D. Shah Mahila College of Arts & Commerce, Bhailalbhai Patel Road, Malad (W), Mumbai - 400 064.
2. Maniben Nanavati Women's College, Vallabhbhai Road, Vile Parle (West), Mumbai - 400 056.
3. Smt. Kamalaben Gambhirchand Shah Law School, 338, R. A. Kidwai Road, Matunga, Mumbai - 400019.

**Sub: Visit of Academic and Administrative Audit Committee in your college.**

Sir/Madam,

This is to inform you that, the Academic and Administrative Audit **Committee** consisting of following members has been appointed by **Madam Vice-Chancellor** to carry out Academic Audit with respect to the information provided by you in your online application to software.

**Academic Audit Panel:**

Sr. no	Committee Members	Contact No.	Member Nominated by	In capacity of
1.	Prof. Medha Tapiawala	9322521105	Dean of Faculty	Chairperson
2.	Prof. Satishchandra Kumar	9819237093	Academic Council	Expert
3.	Shri. Kishor Rithe	9422157123	Senate	Expert
4.	Dr. Pratima Tatke	9920685857	Management Council	Expert

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University will send Academic and Administrative Audit Committee on 11.10.2023 and 13.10.2023. Kindly facilitate the visit in consultation with Chairperson.

**Instructions for College management:**

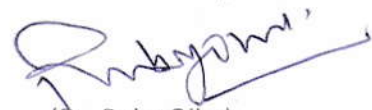
1. The expenditure shall be reimbursed by the college management as per the university rules which was recently circulated by the university, towards payment of public transportation, private transportation, hotel accommodation, air fares and other incidental expenses to be incurred by the members of the Academic and Administrative Audit Committee.
2. College having guest house facility can provide for overnight stay for committee members. In absence of such facility college management shall make necessary arrangements.
3. The college management is requested to pay remuneration as decided by the University as under:  
Rs. 3000/- to the Chairperson  
Rs. 2000/- to each expert
4. You are also requested to fix the date as mentioned above and keep documents ready for the Audit and submit one hard copy to the Chairperson at the time of visit.

**Instructions for Chairperson & experts :-**

1. Go to: <http://aau-sndt.mu.ac.in/admin> and Prepare Expert Committee Report and Submit.
2. On completion of the visit you are requested to submit the report immediately from chairperson login ID and furnish hard copy in **2 days** to the Affiliation Section, SNDT Women's University, Churchgate, Mumbai, after you complete your visits.
3. Refusal of the visit may be conveyed to office of Hon. Madam Pro Vice-Chancellor on [pvc@sndt.ac.in](mailto:pvc@sndt.ac.in) & keep in CC to Affiliation Section on [affiliation@sndt.ac.in](mailto:affiliation@sndt.ac.in).

Kindly contact **Affiliation Section** for any query in the matter on **email id: - [ar.affiliation@sndt.ac.in](mailto:ar.affiliation@sndt.ac.in) & [affiliation@sndt.ac.in](mailto:affiliation@sndt.ac.in)** and keep us informed about the date of visit well in advance.

Yours faithfully,



(Dr. Ruby Ojha)

Pro-Vice-Chancellor

**C.C. to:**

1. The concerned Principal/Director/HODs of the College/Institute/Departments are hereby requested to allow the Deputed faculty members to go on visit for above purpose and treat their absence as **ON DUTY**.
2. Copy to Academic Audit Committee members for visit.

**SNDT Women's University Mumbai**  
**Academic & Administrative Audit Report**

**Template of Chairperson Report**

(you can add or modify as per your experience at college)

Sr. No.	Observation on Key Aspects	Kindly elaborate on the points given	Remarks
1)	Academic Management	<ul style="list-style-type: none"> <li>➤ How is timetable framed in each programme?</li> <li>➤ Is the teaching plan prepared on time &amp; shared with the students?</li> <li>➤ How is course/program outcome assessed?</li> </ul>	<ul style="list-style-type: none"> <li>➤ Master time table/ weekly time table with practicals - Yes</li> <li>➤ Yes- (Teachers plan for term)</li> <li>➤ Yes- Mapped Add on course.</li> </ul>
2)	Administration & Management (Supporting Academics) :-	<ul style="list-style-type: none"> <li>➤ How is admission process carried &amp; how is the timeline observed for admissions?</li> <li>➤ How are documents maintained? e.g. examination, attendance documents etc.</li> <li>➤ Are office documents digitalized?</li> <li>➤ What are the software used for administrative depts.?</li> <li>➤ Elaborate on the time required for administrative actions like preparation of agenda/minutes for various meetings, CAS , approval of teaching and non teaching posts etc.</li> <li>➤ How are internal evaluation &amp; research related activities taken place in the college e.g. cluster assessment support, result preparation/declaration etc</li> <li>➤ How administration supports academic activities conducted at college other than the syllabus preparation and teaching to improve quality of students.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Online as per University rules</li> <li>➤ Digital</li> <li>➤ Yes.</li> <li>➤ RFID- Radio Frequency Identification (System)</li> <li>➤ Online records maintained</li> <li>➤ Maintained with Exam Cell</li> <li>➤ From University</li> </ul>



		<ul style="list-style-type: none"> <li>➤ How do you assess the efficiency of administration support for cultural, extra and co-curricular programs at college level</li> </ul>	<ul style="list-style-type: none"> <li>➤ Yes- Management pays for Choreographer &amp; Directors.</li> </ul>
3)	Academic Practices;-	<ul style="list-style-type: none"> <li>➤ How and what is the best pedagogy used</li> <li>➤ Any incentives for research or consultation projects undertaken by teachers</li> <li>➤ Is the library/laboratory updated?</li> <li>➤ Is Teachers quality assessed for every course? How?</li> </ul>	<ul style="list-style-type: none"> <li>➤ Discussion/ Projects</li> <li>➤ Yes- Felicitation -35,000/- for Research Projects.</li> <li>➤ Yes.</li> <li>➤ Yes- Feedback/ Teachers Effectiveness Scale</li> </ul>
4)	Infrastructure, Financial & Support Facilities for Academic Activities: -	<ul style="list-style-type: none"> <li>➤ How many smart class room, Library books, Laboratory, apparatus, sports ground area for students and faculties available at college</li> <li>➤ Is salary paid to Teaching &amp; Non-Teaching staff on time as per university norms?</li> <li>➤ How much time is required for sending approvals for appointments to university?</li> <li>➤ Is prescribed govt. scholarship paid to the student on time?</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 Smart Classrooms</li> <li>4 Interactive Board</li> <li>➤ Yes</li> <li>➤ As per Norms.</li> <li>➤ Yes</li> </ul>
5)	Institutional Social Responsibility (ISR)	<ul style="list-style-type: none"> <li>➤ How fast is the process and efficiency of issuing certificates like bonafide, Leaving certificate, Transcript, railway concession any other facilities to the students &amp; staff?</li> <li>➤ Are students informed about free-ship and scholarship at appropriate time?</li> </ul>	<ul style="list-style-type: none"> <li>➤ Instant</li> <li>➤ Yes</li> </ul>
6)	Functioning of IQAC: -	<ul style="list-style-type: none"> <li>➤ How many workshops, seminars, FDP and other trainings for teachers are organized by IQAC.</li> <li>➤ Are all criterions looked after for documentation with evidence?</li> </ul>	<ul style="list-style-type: none"> <li>➤ 7 Teacher FDP</li> <li>21 Peer Reviewed Papers</li> <li>5 UGC Journals etc.</li> <li>2 Chapters</li> <li>➤ Yes</li> </ul>

### Roles & Duties

Sr. No.	Observation on Key Aspects	Remarks
1)	State Government :-	<ul style="list-style-type: none"> <li>➤ Receiving scholarship regularly</li> <li>➤ 20 contract teachers and 16 aided teachers</li> </ul>
2)	University :-	<ul style="list-style-type: none"> <li>➤ Research Grant to be offered approval of staff should be given on time</li> <li>➤ Examination result declared on time</li> </ul>
3)	College I) Management	<ul style="list-style-type: none"> <li>➤ Very supportive and motivational</li> </ul>
4)	II) Academia	<ul style="list-style-type: none"> <li>➤ Needed more publications by young teachers</li> <li>➤ Skill related courses to enhance their teaching activities</li> </ul>
	III) Students	<ul style="list-style-type: none"> <li>➤ Good status <sup>of results</sup></li> <li>➤ Improvement above 60% for UG</li> <li>➤ Good Passing percentage for PG</li> <li>➤ Improvement needed for Sports reading habits should be developed.</li> </ul>
	IV) Other Stake Holder	<ul style="list-style-type: none"> <li>➤ Good</li> </ul>

Name & Signature of SNTD Women's University Mumbai AAA Member with Date:

*Baijal*  
11/10/23

Prof. Medha Tapiawala  
Dean, Faculty of Humanities,  
Chairperson

*P. Tatke*  
11/10/2023

Prof. Pratima Tatke,  
Dean, Faculty of Science,  
(Nominated by Senate)  
Expert

*S. Kumar*  
11/10/2023

Prof. Satishchandra Kumar,  
Department of Psychology,  
Mumbai University,  
Nominated as Expert by Academic Council  
Expert

*RP Trivedi*  
11/10/2023

Dr. Rajshree Trivedi  
Principal  
Maniben Nanavcati Women's  
College