Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE**
Name of the head of the Institution	**DEEPA SHARMA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**022-61319001**
Mobile no.	**9820495951**
Registered Email	**mdshahmahilacollege@gmail.com**
Alternate Email	**mrsdeepasharma@gmail.com**
Address	**B. J. PATEL ROAD, MALAD (WEST), MUMBAI**
City/Town	**MUMBAI**
State/UT	**Maharashtra**
Pincode	**400064**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Mrs. Shubha Acharya**
Phone no/Alternate Phone no.	**02261319015**
Mobile no.	**9819093887**
Registered Email	**shubz67@gmail.com**
Alternate Email	**iqac@mdsmc.ac.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://mdshahmahilacollege.ac.in/UserPanel/DisplayPage.aspx?page=ee&ItemID=gc

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://mdshahmahilacollege.ac.in/UserPanel/DisplayPage.aspx?page=ek&ItemID=es#

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**B++**	**2.90**	**2002**	**15-May-2002**	**28-Jan-2009**
2	**A**	**3.03**	**2009**	**29-Jan-2009**	**04-May-2014**
3	**A**	**3.11**	**2014**	**05-May-2014**	**04-May-2019**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**15-Oct-2004**

7. Internal Quality Assurance System

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
ISPS- India Suicide Prevention Squad- Training Programme	20-Feb-2019 4	200
Seminar on Awareness of Intellectual Property Rights	20-Mar-2019 1	49
NAAC preparations - Systematization of 5 year activities	01-Jul-2018 180	70
Feedback - Manual and Online	01-Aug-2019 15	550
Teacher's Diary	01-Jun-2019 180	60
Setting up of Idea Generation centre - Incubation Centre	01-Aug-2018 1	40
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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
NIL	NA	UGC	2019 0	0
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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 :	**6**
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)

• **Establishment of Incubation Centre for Entrepreneurship • Systematic Documentation for SSR • Emphasis on Gender Equality and Environment awareness by every Academic Department • ICT classrooms • ICT integrated Advanced training**

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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
Enhance self reliance activities for students, Criteria wise preparation of SSR BY Criteria champions, Timely audit of Academic and Administrative departments, Improve facilities for teachinglearning activities	Skill development courses in Skill Academy and establishment of Incubation Centre on 1st August 2018, Structured documentation of Department details (activities, seminars, teacher profiles, research and extension), External audit conducted, ICT facilities in classrooms (projectors, speakers) and training to teachers in use and application of technology in teaching
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Development Committee	15-Oct-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	20-Feb-2020

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1) Planing and Development 2) Online admission process via sndt.digitaluniversity.ac 3) Students

	Management System 4) Accounts Management through Telly ERP 9 5) Data Collection through JOTforms 6) Biomatric System

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

Shri M D Shah Mahila College is the only college in suburban Mumbai to offer education in four mediums namely- English, Hindi, Marathi and Gujarati. With an aim to impart education in a manner which helps students grasp the content clearly, understand and express their thoughts and views, a well planned system exists wherein the process begins with calculation of workload, preparation of Time table, distribution of Time table, execution and audit. Distribution of Workload: As per the workload, a faculty wise and class wise teaching time table is prepared and given to the teachers at the beginning of the term by the Time Table committee. The teachers are allotted the subjects based on the area of expertise. In addition to the regular workload, the time table has provision for Enrichment courses, Career Oriented Programme classes and Computer literacy lectures. Execution of Curriculum Delivery: Staff members appointed as per the guidelines of UGC and affiliating University plan the teaching of the syllabus systematically by preparing a Study plan. The study plan defines the topics, number of lectures required for each topic, methods used to convey the matter and internals. A copy of the Study plan is submitted to the Academic Council. The Supervisors who are also members of the Academic Council and HODs monitor the execution of the syllabus on a regular basis and are adept to changes or alternations required for best results. The teachers plan internal tests in each paper and on the modules of the syllabus. To test the overall progress of the students, different modes of testing are applied. Some of these are presentations, oral test, group/pair tests, written tests, project work and so on. Teaching Methodology: The teachers make use of modern methods of teaching besides the traditional chalk and duster and Lecture method. Computer assisted learning is encouraged and teachers use technology like computers, laptops, cell phones, audio/video recordings, movies and documentaries to enhance teaching. To test the continuous progress of the students, the subject teachers conduct internal tests. Teachers take allotted group of students as mentees and conduct mentoring of the students. A systematic record of the daily activities is kept by the teachers in the Teacher's Diary. Co-curricular and Extra-Curricular Activities: A number of co-curricular and extra-curricular activities are planned in advance by all departments. The activities include Guest Lectures, Workshops and Experiential Learning Activities that augment the teaching and learning process. Bridge and Remedial courses are conducted to support the academically weak students. For advance learners Value added courses and Research training is extended. IQAC: Education Excellence and Leadership Cell under IQAC looks into the systematic curriculum delivery. From 2018-19 the Cell has introduced a Teacher's Diary to record the systematic delivery of lectures by each individual teacher. The plan of activities of each department is submitted in the beginning of the year and it is monitored by the Cell periodically. A presentation of the entire activities is audited at the end of the academic year.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill

		Introduction		ability/entreprene urship	Development
Certificate Course in English Speaking and Personality Development	--	17/04/2018	60	Focus on e mployability	Fluency in speaking the language and personal etiquette
Certificate Course in English Speaking and Personality Development	--	17/04/2018	60	Focus on e ntrepreneurs hip	Cosmetics, saree draping
Basic Course In Calligraphy	--	17/04/2018	60	Focus on e mployability	Stylistic writing
Basic Course in GST	--	17/04/2018	90	Focus on e mployability	Practical Knowledge about GST
Basic Course In Hair Style Hair Spa	--	17/04/2018	60	Focus on e mployability	Hair styling and spa
Basic Course in Introduction To Computers	--	17/04/2018	60	Focus on e mployability	Understand ing and using computers
Basic Course in Memory Improvement	--	17/04/2018	90	Focus on e mployability	Memory improvement
Basic Course In Tally	--	17/04/2018	90	Focus on e mployability	Practical Knowledge and usage of Tally
Basic Course in Tally With GST	--	17/04/2018	120	Focus on e mployability	Practical Knowledge and usage of Tally with GST
Basic Course In Types Of Facials	--	17/04/2018	120	Focus on e mployability	Practical Knowledge of Facial and types
Basic Course In Western Dance	--	17/04/2018	120	Focus on e mployability	Western dance moves
Certificate	--	01/06/2018	120	Focus on e mployability	Practical Knowledge

Course In GST - Practice Procedures	--				about GST
Leader-ship Training Programme	--	01/06/2018	60	Focus on entrepreneurship	Practical Knowledge
Accounting	--	01/06/2018	90	Focus on entrepreneurship	Practical Knowledge about Accounting
Banking Sales Representative	--	15/06/2018	90	Focus on entrepreneurship	Practical Knowledge about salesmanship
Beauty Therapy	--	15/06/2018	90	Focus on employability	Techniques of Beauty Therapy
Tailor - Basic Sewing Operator	--	15/06/2018	90	Focus on employability	Practical Knowledge about Tailoring
Sales Person (Retail)	--	15/06/2018	90	Focus on employability	Practical Knowledge about salesmanship
Retail Operations	--	15/06/2018	90	Focus on employability	Practical Knowledge about Retail operations
Mutual Fund Associate	--	15/06/2018	90	Focus on employability	Practical Knowledge about mutual funds

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	ACCOUNTS -FINANCE INSURANCE	71
BA	MASS MEDIA	22
BMS	MANAGEMENT	69
BCA	SOFTWARE ENGINEERING	40
MCom	ACCOUNTS	18
MA	ECONOMICS	21
MA	HINDI	35
MA	HISTORY	19
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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

Feedback forms an integral part of the college. Feedback is taken from all stakeholders – students, staff, parents and alumni. Students give Feedback on Teaching-Learning process, Library services, Support services, Curriculum as well as feedback on events organized in college. Teachers give feedback on administrators, Principal, Library services and peers in the department and outside the department. Parents and Alumni give feedback on the Curriculum and the college. The feedback is collected from students twice a year. There are two modes in which the feedback is recorded – manual and online. It is then analysed and a report with graphical representation is given to the teacher. In instances of poor performance record by a teacher, the teacher is summoned for a discussion by the Principal and necessary steps to be taken to overcome the issues leading to poor performance are planned. Curriculum feedback from teachers, students, Alumni and parents is collated, analyzed and notified to the members of BOS resulting in an impact on discussions in the area of curriculum revision. For self-financing courses internal changes are incorporated into the curriculum through suggestions and consultation of experts. Additional courses in Photoshop, Short Film making, Human Resource Management, Travel Management, Retail Sales Associate and Event Management are

offered to the students. Feedback has proved to be a good source for bringing essential changes in academic and administrative processes of the college. Certain new Diploma and Certificate courses like Tally, GST, Beauty Culture, Retail Management and English Speaking course were introduced as per the feedback given by primary stakeholders. The duration of the courses vary from 3 months to 6 months. The college established the Janseva Samiti Sanchalit Skill Academy (JSS Skill Academy) in 2017 to enable an opportunity for students to access wide range of courses at minimum or low cost. The courses are held in collaboration with MBTP and SDVTII which is recognized by the State Government. Post graduate Degree courses in History and Marketing were also initiated as a result of Feedback received from students. The effectiveness of 100 hrs Computer literacy programme was enhanced after negative feedback from students. Increase in practical training in Computer usage and its applications is being given to students. A gradual shift in the mode of teaching-learning-evaluation from a traditional approach to modern methods of teaching using technology is also the result of feedback analysis. Teachers are encouraged to teach and assess students using technology. Establishment of Green room for Mass Media department and upgraded classrooms are cases in point. A well equipped Computer lab for BCA section with ample computers for students' use is in place.

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
No Data Entered/Not Applicable !!!				
[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
2018	2864	199	35	18	3

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	Numberof smart classrooms	E-resources and techniques used
35	30	25	40	5	6
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

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

MDSMC has a system of mentoring for all students of the college. The main aim of the system is to provide emotional and academic support to the students. The Educational Excellence Cell in consultation with the IQAC Co-coordinator and the Principal allots students from every class to a particular teacher. Full time teachers of

both aided and unaided section conduct mentoring with a mission of offering positive and constructive feedback to the mentee. The students are contacted by the respective teacher and each mentor devises different ways to bond with their mentees. Most of the students who are admitted to the college are first generation learners grappling with ways to uplift themselves. The mentoring process focusses on developing students' strengths and channelizing their abilities for a better future. Mentors guide them regarding the goals that they could set for themselves, study habits, career options ahead, ways to manage stress etc. A file is maintained by each mentor. Teachers also have a WhatsApp group that connects the mentors and mentees and create a rapport with each other. 50 students are allotted to each teacher and meetings are conducted at regular intervals according to the need and available time. Each student is assured of care and understanding from their respective mentor whom they can approach at the groups' regular meetings or for individual sessions. A sample of the mentoring conducted by different departments is enclosed.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3063	35	1:88

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
42	35	7	0	20

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
2018	DR. HITESH PANDYA	Assistant Professor	MAHARASHTRA RAJYA SAHITYA ACADEMY
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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
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

CIE in the institution focuses on a shift from the traditional mode of testing and is done in innovative ways to assess the understanding, skills and also to map learners' individual capabilities. Evaluation processes aim to assess slow, academically weak and advanced learners. Rubrics are explained and guidelines given to comprehend the evaluation pattern. Types of internals vary from discussions, collaborative group work, seminars, oral assignments, open book exams, surveys, presentations, online tests, quiz, mock interviews, projects, skits and role play etc. also keeping in mind the requirements of the industry and changing trends in education. Teachers encourage doubt clearing sessions, practice tests and solving university papers. The internals are continuous, time bound and regularly modified.

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

SNDT Women's University provides an academic calendar that details the date of commencement and conclusion for each semester along with the list of holidays, number of working days and teaching days. The IQAC team then plans the academic calendar of the college keeping in mind the curriculum, co-curricular and extra- curricular activities of the college. Teachers are instructed to adhere to the time table and conduct internal examinations within the time frame designed by the IQAC in Academic Calendar. CIE is also followed by the teachers and the students are analysed for their performance in internal examination of 25 marks.

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://mdshahmahilacollege.ac.in/documents/NAAC/Criteria 1/1 1 1/ALL PO PSO CO .pdf

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
No Data Entered/Not Applicable !!!					

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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)

No Data Entered/Not Applicable !!!

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
Total	Nill	Nill	Nill	0
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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
Nuances of Citation preparation and Online Resources	Research Cell	07/11/2018
Research Methodology	Research Cell	06/08/2018
Awareness of Intellectual Property Rights	Research Cell - IPR	20/03/2019

Industial visit at Om Trade links,paper cutting factory	Commerce department	27/08/2018
Spread Your Magic,In collaboration with Future India Club of The Hindu Group	English Department	11/03/2019
Visit to Arihant industry	Sociology Department	09/11/2018
Industrial visit - Ice Cream factory- Pastonjee, Charkop	BMS	24/08/2018
Orientation program - Ms. Monika From ICICI Skill Academy	Economics	29/09/2018
Seminar on Python Programmingby Livewire	BCA	18/01/2019
"STITCH" – A Two Days Workshop on Stitching-USHA SILAI	Dr. M. I. Patel Incubation Centre for Entrepreneurship	28/09/2018
Industrial Visit to 'Pastonji Ice-creams'	Sociology Department	13/03/2019
Cooking Competition-By Maggi(Nestle India) for students	BMS	29/06/2018
Industrial Visit -Inter SOLAR SYSTEMS PVT Ltd , TC Terrytex and Coco COLA Company	BMS	03/02/2019
Training program in collaboration with techno serve	BCA	01/01/2019
Awareness on Legal Aid Clinics-Mumbai Legal Service Authority	BMS	15/09/2018

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
Enlarging application of 5S in departmental and administrative office documentation	Team	NCQM	09/02/2019	Quality Projects
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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
1	DR. M.I	Janseva	STITCH	Talering	27/09/2018

Patel Incubation Centre for E ntrepreneurs hip	Samiti Usha Sewing Machine				
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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	Nill	Nill	Nill
View File			

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
BA - CHILD CARE	1
BA - HINDI	2
BA - MASS MEDIA	2
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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
No Data Entered/Not Applicable !!!						
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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
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi	25	70	31	11

nars/Workshops				
Presented papers	9	22	0	0

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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
No Data Entered/Not Applicable !!!			

[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
No Data Entered/Not Applicable !!!			

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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 activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				

[View File](#)

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
Students Exchange Programme at Nadiad, Gujarat (Dates 06-01-2019 – 09-01-2019)	11	College Management	04
Students Exchange Programme, Mumbai, Maharshtra(Dates 17-01-2019 – 20-01-2019)	11	College Management	04

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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	Duration From	Duration To	Participant

details			
No Data Entered/Not Applicable !!!			
[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
No Data Entered/Not Applicable !!!			
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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
194.09	362.22

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	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
SOUL	Fully	2.0	2007

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	38350	0	0	0	38350	0
Reference Books	1512	0	1	0	1513	0
e-Books	14	0	0	0	14	0
Journals	21	43400	1	500	22	43900

e-Journals	1	0	0	0	1	0
Digital Database	62	0	0	0	62	0
CD & Video	251	0	0	0	251	0

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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
No Data Entered/Not Applicable !!!			

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	152	4	5	1	0	1	0	200	0
Added	12	0	0	0	0	0	0	0	0
Total	164	4	5	1	0	1	0	200	0

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

200 MBPS/ GBPS

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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
15	15.58	105	293.76

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)

All procedures and policies for maintaining and utilizing physical, academic and support facilities are shared through Prospectus and briefing about Standard Operating Procedures of the Institute during orientation programme. The SOPs are clearly defined with objective, implementation and evaluation. Different SOP of Examination, Admissions, Mentoring process, Events and Student

discipline are drafted to institutionalise the system.

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	**Financial Assistance from PTA**	**100**	**100000**
Financial Support from Other Sources			
a) National	**Nill**	**Nill**	**Nill**
b)International	**---**	**0**	**0**
View File			

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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!					
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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
185	**150**	**15**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	Nill	Nill	Nill	Nill	Nill

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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
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

[View File]

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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

The Students' Council of the college consists of Convener, 3 Chairpersons and student representatives from different streams - Arts, Commerce, Sports and Professional Courses., The Convener and 3 Chairpersons are represented by teaching faculty. The teacher's representatives are nominated by the college authorities. The student representative in the council is selected in the following process. In the first stage from each class, a class representative is elected by the students. (to be a class representative the student candidate should have a clear academic record) From the elected class representative's joint secretary is elected from each stream and from the elected joint secretaries, general secretary is elected. Students council starts its yearly activities with a "TALENT HUNT" to identify the talented students. The winners are felicitated on the occasion of the inaugural programme of the Students Council. The selected students are encouraged to participate in the various inter Collegiate competitions and "YUVA MAHOSTAV" organized by the University at the regional level and zonal level for its affiliated colleges in the fields of literary events, fine arts, music and dance. The Students Council also organizes Teachers' Day, Independence day, Ras-Garba and Republic Day Celebrations. Besides, for the outgoing third year students, farewell Function is held every year followed by entertainment activities student representatives are present in the governance of the following committees The prizes won by the students in the zonal level and regional level are as follows- 2018-19- 22 at Yuva Mahotsav Name of the Committee Functions played by the Student Representative in the committees IQAC Helping in understanding requirement of the students while framing the academic activities of the year Students Council

Motivating students to participate in the various cultural events and helping to implement various activities of the council NSS Helping to organize and conduct the activities of the cell and promote the motto of the cell NCC Helping to organize and conduct the activities of the cell and involve greater number of students in nation building Magazine Helping the editorial board Grievance Committee- Acting as a bridge between students and the administration Health Committee- Helping to organize and conduct the activities of the committee Enrichment Courses Collecting the name of the interested students for the various courses Sports Department Motivating students to participate in the various sports event ICC Helping the students to voice their grievance against sexual harassment SC and ST Redressal Cell Voicing the concerns of the students from the SC and ST community The representation of the student's in the committee help in the overall development of student's skill like Leadership, Organization and Team Building. Further it provides a platform to the Students to voice their views.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

294

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

15000

5.4.4 – Meetings/activities organized by Alumni Association :

1) Our alumni student Ms. Sheetal Kale was invited for self-defense lecture and demonstration on 6th September 2018. 2) Dr. Rashmin Cholera was invited for lecture on 'Adolescent Common Challenges' arranged by our alumni Ms. Namrata Bhavshar for present students on7th March 2019. 3) Annual Alumni Meet on 9th March -2019 with farewell party of present last year student

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 College practices decentralized and participative management. The decentralized system enables delegation of power to the important Heads of the college – IQAC, Academic administration and General administration. The work of these Heads is in coordination with the guidance of Top governance (Principal, Management, University, State Education department and UGC). Student representatives are appointed in the different committees to involve them in the functioning of the institution. Parents' contribution is evident in their involvement in Parents-Teachers Association (PTA) and Parents' meets organised by departments and HEI. • The Educational Excellence and Leadership Cell under IQAC adopted a Teacher's Diary to record teaching-learning and class engagement records. The Teacher's Diary is filled by the teachers regularly and submitted to the HOD at the end of every month. The diary records routine teaching activity, methods used to teach, leave taken, seminars and workshops attended, research papers written and/or published, professional growth, Major and Minor research, short-term and long -term courses, involvement in various committees and sub-committees. The adoption of Teacher's diary has made the system of monitoring and execution of teaching-learning activity a participative one.

There is sustained involvement of teachers with the HODs in accomplishing curricular and co-curricular activities. Each teacher undertakes responsibility in conducting the routine and special activities. All this focuses on the ownership attributed to teachers and the increasing ambience of structured decentralization in the functioning of the college processes. • Quality circles among teachers, non-teaching staff members and students are another example of participative management. Several small changes have been made and have proved beneficial due to administration and execution of Quality circles among staff and students. This approach enables people of differing work positions to work at an equal level, think together, discuss problem areas and arrive at a desired solution through suggestions received from all. At times cross functional teams also work together and bring in striking and positive changes in the work systems. A Quality Circle team consisting of teachers to trace the need for students' involvement in sports and the process towards sports excellence. Using a scientific approach to find out causes and solutions to the problem, the issue was addressed and essential steps were taken to refine and/or revolutionize the process. This act led to a marked improvement in the students' performance.

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

Yes

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
Library, ICT and Physical Infrastructure / Instrumentation	The institution has refurbished the Library and Computer Labs. Collaborative programs with the Library were conducted by various departments like English and Gujarati. The entire college building is being renovated with classroom up-gradation and safety measures in focus. Enhanced infrastructural amenities and technology supported facilities are being installed.
Admission of Students	The process for Online admission of students has been initiated. Quotations from different vendors had been invited and a vendor who offered software suitable to the college has been finalized. With having received approval from CDC, the package will be in use from the next academic year.
Industry Interaction / Collaboration	The college is in receipt of Rs. 1,50,000 for an Extension project on Gender called Intergenerational Interaction from Keihin FIE Pvt Ltd. Pune. An Incubation Centre has been established with a donation received by the management and a well wisher to train students in entrepreneurial skills.
Human Resource Management	The Human Resource Development Cell under IQAC proposed to acknowledge the

		teaching and non-teaching staff members under various categories. A) Teachers who attended and presented research papers at national and international conferences in national and international venues. B) Teachers and non-teaching staff members who have worked for the progress of the college. C) Non-teaching staff members whose daughters have enrolled for higher education. The HEI has instituted a corpus of Rs. 8 lakhs to award incentives to deserving individuals.
	Curriculum Development	Diploma/Advanced Diploma and Certificate courses have been initiated in the college to fill in the gap between knowledge acquired through curriculum and needs of the industry. Vocational training through Career Oriented Programmes at the First and Second year level also largely serves the purpose. The presence of college teachers in the BOS enables them to contribute constructively in the restructuring of syllabus. The provision of conveying feedback received on curriculum from different stakeholders and a possibility of restructuring syllabus to suit the needs of the present scenario is another advantage.
	Teaching and Learning	A strategic process to review regular Teaching- Learning is in place which works on the line of forming academic calendar of the college and departments, preparing detailed study-plan, , executing teaching using varied teaching techniques and use of technology, adopting mentoring, continuous evaluation using differing modes of testing. It is monitored by the Heads of the department and reviewed by the Educational Excellence and Leadership Cell. At the end of each academic year the IQAC organizes internal or external audit of the academic departments.
	Examination and Evaluation	Formative and Summative exams are conducted by each teacher. A decision to do away with Home Assignments has been taken and emphasis on varied forms of evaluation is in force. Consequently students are tested for written exams (short and long answers, MCQs, report writing, projects, book reviews, film reviews), spoken exams (interviews, debates, speeches, dialogues,

	presentations using technology), listening test (responding to audio recordings).
Research and Development	An IPR Cell was established in 2018 and a Seminar on Intellectual Property Rights was organized. The IPR Cell has equipped itself with software to detect plagiarism. All research papers in seminars and workshops are assessed by using the software.

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

E-governace area	Details
Planning and Development	To use ICT in process of Planning of Departmental Activities, Use of Institutional Email for Correspondence to convey information. E-Governance in all the work processes aims to reduce carbon footprints. Multilevel timetable designed for smooth Academic operations.
Administration	College staff uses G-suite, ICT has been strengthen in administrative work. The College has a bio-matric attendance system for all the Teaching and Non-Teaching staff. College has 80 CCTV which is directly connected to Principals Room for Live surveillance.
Finance and Accounts	College manages the finance and accounts through Tally ERP 9.0 for maintain of Books of Accounts. Pay Roll and TDS manage through exclusive software's, which is closely monitored by Internal External Auditors and is also assessed by the Government Authorities.
Student Admission and Support	Software's used for Students Admission, Fees management, Generation of ID Cards and other important students related Reports.
Examination	Examination process handled on Digital University Portal which Generates Examination Forms, Hall Tickets, Marks submission and Results.

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
No Data Entered/Not Applicable !!!				
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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)
No Data Entered/Not Applicable !!!						
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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
Workshop on Learning objectives and Type of questions through M Learning mode organized by SNDT women's University Dept of Educational Technology and University Examination Section, Teaching Learning Centre PMMMNMTT-MHRD .	5	19/10/2018	02/11/2018	15
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Health Check-up	Health Check-up, Reimbursement of Fees of Girl Child of Non-Teaching Staff going for Higher Studies	Students Insurance, Health Check-up

6.4 – Financial Management and Resource Mobilization

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

Books of accounts are verified by the auditor appointed by the College Management, pass books are also verified. Books of accounts are prepared with the help of tally system. Internal and external audit is conducted by the institution every year, educational inspector conducts academic audit. After conducting audit, audit report is discussed in the management meeting and it is confirmed.

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
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

0.00

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	Yes	Nill	Yes	IQAC
Administrative	Yes	Nill	Yes	IQAC

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

1. The PTA extends financial assistance for fee to economically weak students. 2. PTA Meets 3. Technical Support by PTA Member to Organize Industrial Visits.

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

1. Intercollegiate sports and cultural programme is held every year for Administrative and Support staff members 2. A Seminar on the topic 'Adding Life to Life' is conducted for non-teaching staff at an intercollegiate level. 3. Seminar and Workshop attended by Non-Teaching Staff at various places.

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

1) Establishment of Incubation Centre for Entrepreneurship 2) Major Building Infrastructure Upgradation 3) ICT Upgradation

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
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
No Data Entered/Not Applicable !!!					
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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
Pinkathon	16/12/2018	16/12/2018	42	0
Talk on gender Equality	16/12/2018	16/12/2018	800	0
FEMISPHERE - Play performance	04/02/2019	04/02/2019	160	0
Skit and 'Click-a-pic' competition on the theme 'Women at work'	05/02/2019	05/02/2019	94	0
Through the Looking Glass: Documentaries and Discussions	06/02/2019	06/02/2019	82	0
Screening of Movie 'Manikarnika'	06/02/2019	06/02/2019	36	0
Breaking Stereotypes	07/02/2019	07/02/2019	72	0
Movie "Manikarnika"	07/02/2019	07/02/2019	43	0
Participation of FY Students at BPA supported activity at National College	08/02/2019	08/02/2019	9	0
Survey to observe Gender Equality Score of Men	04/03/2019	09/03/2019	25	100
Quiz competition - On women achivers	08/02/2019	08/02/2019	60	0
Street play Mulgi Zhali Ho& Prize distribution	09/02/2019	09/02/2019	195	10
Workshop on gender sensitization	23/02/2019	23/02/2019	83	16

| Spread Your Magic | 11/03/2019 | 11/03/2019 | 142 | 0 |

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
---

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	Yes	3
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nill	Nill	Nill	Nill	Nill	Nill	Nill

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	15/06/2018	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

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

1. Collection and disposal of E-waste 2. Rain Water Harvesting 3.Gradual shift to LED bulbs throughout the college 4. Initiative to adopt solar energy (panels) 5. Revisiting Kaizen initiatives in the college and strengthening usage of 5S in storeroom

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 3- Female Physical Empowerment Objectives of the Practice: (in 100 words) It is a fact that women are built different than men by nature and physical development. A continuous outcry to empower women socially, economically, politically and through education is heard constantly but the College management's approach to empower our young women students physically laid the emphasis for the journey towards Female Physical Empowerment. The aim was- • Developing a sense of self-worth and belief in oneself • Attaining mental and physical discipline • Developing the ability to organise and influence the direction of social change, to create a just social and economic order • Learning techniques of self defence The Context (in 150 words) When we talk about female physical empowerment we are talking about physical power. This is power in its rawest form. Men have dominated physical power for thousands of years. As a result, all over the world, women are still afraid. No matter which strata of society they come from, most women experience that sense of vulnerability. The Nirbhaya case in Delhi and constant incidences thereafter of sexual abuse of minor girls at several places in the nation triggered the need to think seriously and pointedly towards building a power within the young girls who study in the college to acquire inner strength and outer resistance power. The Practice (in 400 words) There are more numerous methods and tactics for a female to defend herself as opposed to running or submitting. Developing inner strength and learning tactics to defend oneself in face of danger and violence is the need of the hour in a seemingly aggressive society. It was thus planned to initiate Self Defence Certificate course to all entrants at the First year of Degree College. As part of Enrichment course, participants were trained in combat techniques to ward off predators in public or private places. Besides martial arts, students were made aware of how to protect themselves by using small materials like key, deo, pen, tooth picks, college bags, dupattas, etc. Students are trained to tackle individual or more than one attacker. Sports students are provided with adequate facilities to learn uncommon skills like rope malkhamb, fencing, boxing and Yoga. Training in these skills helps build physical stamina of the students. Coaches are appointed to provide intensive training to the students. Along with uncommon sports, students are also trained in Kabbadi, Volley ball, athletics and indoor sports. Sports students have made a mark for themselves and the college at the University. Each year a minimum of 2 students are selected at the University level. In addition, Aarambh project is intended to support students with anaemia. Encouraging anemic students to bring Tiffin and giving supplementary nutritious food helps in raising the hemoglobin levels. The effect of this support is seen on the concentration level of the students and their performance in studies. A Nature Cure course to improve the wellness factor of teaching and non-teaching staff members was initiated which benefitted 20 participants. 7 sessions of 3 hours each post college hours were held. The participants' count included 4 men and 16 women. A Health committee has been established to look into the health issues of students. Annual health camps and follow up sessions are intended to raise the fitness level of students and improve their physical stamina. Academic Departments invite resource persons to hold meditation and Yoga sessions for students. The Department of English held a Self Defence demonstration workshop cum training on the eve of International Women's Day called 'Spread Your Magic'. Evidence of Success (in 200 words) The following table provides the number of students who have successfully empowered themselves to face dangerous situations- Sr. No Year Number of Students 01 2014-15 712 02 2015-16 692 03 2016-17 700 04 2017-18 771 05 2018-19 721 'Avaahan', a sports intercollegiate event organised in 2018-19 saw participation from Bhagyashree Purohit and Deepa Thapa have won laurels in boxing at the University level. Bhagyashree was felicitated for her feat by the

Mayor in 2018 and the Vice Chancellor of SNDT Women's University in July 2019. Problems Encountered and Resources required (in about 150 words) Resources required- • Trainers required to train Self Defence • Building confidence and interest in students to complete the course • Maintaining a balance between sports activities and academic engagements Best practice 2- HEALTH ASSURANCE IN STUDENTS STAFF MEMBERS Objectives of the Practice: (in 100 words) The aim of the institution is to create individuals who can become instrumental in enhancing the quality of society. As stated by WHO, Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. The objective of adopting Health assurance is - • Developing a system and creating awareness for sustained attention towards healthy living • Screening for health problems among students and staff • Detection of anaemia among students and staff • To create awareness about Thalassemia screening for Thalessemia minor and counseling to students and parents of students The Context (in 150 words) The constant incidence of students falling ill during college hours and the need to look out for a doctor in emergency compelled the college authorities to analyse the situation and find a solution. Thus the college established a Health Committee in 2006. The committee laid out a plan to – • Arrange for health camps • Plan follow-up and intervention strategies for those diagnosed as severely anemic and/or Thalessemia minor • Conduct awareness programmes in college The Health Centre approached Lions Club of Juhu to aid them with a team of doctors who could assist in Thalassemia detection camp. Lions Club and Think Foundation agreed to sponsor the noble cause of eradicating Thalassemia. Dr. Ranjan Maniar, eminent gynecologist and member of the management also wholeheartedly agreed to contribute in making the project a success. It was decided that all First year Arts and Commerce students would be covered under the project. The Practice (in 400 words) Aarogyam Health Committee planned to reach out to the entire student population studying at the First year level of Degree College in Arts and Commerce stream. It was decided by the Health Committee members to undertake Anemia and Thalessemia testing camp. Upon contacting the doctors, a medical team arranges for conducting of the tests. Thereafter the reports are collected and bifurcated according to the intensity of the cases. Students found with deficiency of iron are given medicines after consulting the doctors. Students diagnosed with Anemia are further divided in three categories. Those with severe anemic condition were provided with iron tablets along with supplementary diet those with moderate level of anemia were given only supplementary diet. Those students in the third category who were on borderline as far as hemoglobin level are concerned are given information about how to increase the level, what they should eat and why it is important to look at it.Health committee looked after the needs of these students for a period of three months post test showed improvement in hemoglobin level of students. This practice continues every year even if the committee members I health committee change. "Aarambh" project is an off-shoot of anemia project where during the whole year students are provided with nutritious food free of cost from the donations collected by the teachers. Severely anemic students and those diagnosed as Thalessemia minor cases are treated with extreme care. The parents of such students are called and a counseling session by professionals is held for such cases. Regular feedback and follow-up is maintained. The Health Committee has appointed students as Health Representatives in every class to enable easy dissemination of information. These Health representatives are an active part of the awareness programmes organized by the Committee. Several activities like chart making, essay writing and slogan writing competitions are organised. The students also update a Notice board used to display information about health and healthy living. In addition to this the HEI also gave a short term course on Yoga to the students taking admission at first year to help them improve their health and learn the importance of exercises in day to day life. For staff members a special course in naturopathy was organized. Twenty

teachers along with two support staff participated in this course and positive effect on their health is noticed over a period of six months. It helped to change the dietary habits of staff and as a result the menu in the canteen also underwent drastic change. Now fruit juice, fruit plate, food with less oil, black tea, coconut water are the food items added in the menu. Evidence of Success (in 200 words) The Health assurance project is seen as a successful venture by the authorities as it not only helps in detecting the problems in the initial stage but also creates an opportunity for the facilitators to assist the students towards speedy recovery. It is indeed a reassurance that a compulsory annual programme of detection and diagnosis

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://mdshahmahilacollege.ac.in/

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

With an aim to enhance academic and administrative procedures in the college, Shri M D Shah Mahila College of Arts Commerce adopted 'Quality' and integrated TQM methods to revolutionize systems of work in the organization. Since the Japanese approach to management defines Quality Circles as a participatory philosophy woven around quality control and problem solving, it seemed an apt system to be approached. The Quality Circle approach enables individuals working at all levels in the college to play important roles in the organization and their participation enables change, growth and progress. The IQAC understood the need to define a purposeful and result oriented strategy aimed to arrive at total quality management in education and so it designed a Performance Excellence System (PES). Creation of PES was intended to overcome the barriers and setbacks that arise in the way of Quality Assurance and Quality Sustenance. Training in Quality tools to the entire teaching and non-teaching staff was organised to familiarize people with the concept of Quality in education. To sustain and spread a culture for total quality management, the IQAC reinvented the academic and administrative processes from a conventional mode to a multidimensional one with individuals becoming involved as leaders in different areas of institutional development. The first of the six cells under PES, Education Excellence and Leadership Cell is in constant pursuit of academic improvement and looks into the teaching-learning area, mentoring, value added courses and faculty development programmes. It also overseers the conduction of internal/peer audit of academic departments and Library services. Human Resource Development Cell primarily aims to equip students and staff members with skills to boost capabilities and build confidence to face the transient job market. Extra-curricular, sports and cultural activities at college and intercollegiate level meet with success consequent to the training given by faculty and/or professionals. Students are trained for cricket, boxing and rope malkhamb tournaments fine arts, literary, music, dance and theatre activities. Welfare of students is preserved through Insurance Scheme, Health Centre activities, Grievance Redressal and CASH programme. The college offered itself for assessment in Career Readiness to the Antarang NGO and Adhyayan Foundation. Different groups formed with representatives of teachers, students and parents conducted a survey of the college, classrooms and interviewed teachers and students to collect information. Thus using the 'The Learning Walk', classroom observation, interaction with parents, students and Principal, and Book Look an assessment was made and report prepared with priority areas decided to work upon for improving the Career Readiness in students. Community Welfare Cell extends its purview to include the community in the vicinity of the college in its awareness programmes and welfare activities. Research is

encouraged among staff and students, and gaps in accomplishing research activities are addressed by the Research Cell. Technology Cell simultaneously upgrades technological skill and records the progress of the college and its stakeholders. The satisfaction quotient of the academic processes, enhancement schemes and development programmes are sought by the Feedback and Evaluation Cell through a systematic feedback mechanism.

Provide the weblink of the institution
https://mdshahmahilacollege.ac.in/

8.Future Plans of Actions for Next Academic Year

? Organize Collaborative International Conference ? Conduct External Audit of Academic departments ? Emphasize on CIE ? Systematic work on SSR writing ? Extend the scope of Skill development activities