

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2015-2016

1. Details of the Institution

1.1 Name of the Institution

Smt. P. N. Doshi Women's College

1.2 Address Line 1

Cama Lane

Address Line 2

Ghatkopar (W)

City/Town

Mumbai

State

Maharashtra

Pin Code

400 086

Institution e-mail address

principalspndoshi@gmail.com

Contact Nos.

022-25123484 / 25135439

Name of the Head of the Institution:

Dr. S. Kumudhavalli

Tel. No. with STD Code:

022-2847 1752

Mobile:

8879501706

Name of the IQAC Co-ordinator:

Ms. Amrita Behel

Mobile:

9869361456

IQAC e-mail address:

iqacspndoshi@gmail.com

1.3 NAAC Track ID

MHCOGN10298

OR

1.4 NAAC Executive Committee No. & Date:

EC(SC)/14/A&A/8.3 dated 29-3-2016

1.5 Website address:

www.spndoshicollege.com

Web-link of the AQAR:

http://www.spndoshicollege.com/pdf/AQAR_final_2015-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	85.50	2003	2002-03 to 2006-07
2	2 nd Cycle	A	3.02	2010	2009-10 to 2014-15
3	3 rd Cycle	A	3.02	2016	2015-16 to 2020-21

1.7 Date of Establishment of IQAC: DD/MM/YYYY

01/09/2004

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

N.A

1.9 Institutional Status

University N.A.

Affiliated College Yes No

Constituent College N.A.

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

Nil

University with Potential for Excellence

Nil

UGC-CPE

Nil

DST Star Scheme

Nil

UGC-CE

Nil

UGC-Special Assistance Programme

Nil

DST-FIST

Nil

UGC-Innovative PG programmes

Nil

Any other (*Specify*)

Nil

UGC-COP Programmes

Nil

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

06

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

00

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Submission of RAR for 3rd cycle of NAAC Accreditation
- Introduction of Blended Learning Method – An integration of E-learning and Traditional Classroom Teaching
- Academic Audit by external experts

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Renovation of Food Science Laboratory and Canteen	Laboratory and canteen renovated
Providing platform for Blended Learning	Training faculty in designing modules for different courses using Moodle – an open source learning platform

Submission of RAR for the 3 rd cycle of NAAC accreditation	Accreditation process completed.
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

Same as 2.14

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	02	Nil	02	Nil
UG	06	Nil	03	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	05	Nil	05	Nil
Certificate	04	Nil	03	01
Others	15	Nil	Nil	15
Total	32	Nil	13	16
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS in PG /Core and Elective option in UG

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All programmes
Trimester	Nil
Annual	Nil

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

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

*Please provide an analysis of the feedback in the Annexure

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors (Principal)	Others (Librarian)
	38	19	17	1	1

2.2 No. of permanent faculty with Ph.D.

14

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	3	-	-	-	-	-	-	3	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

42

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	20	05
Presented papers	14	19	02
Resource Persons	00	03	01

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

- Providing online modules of few courses through college website using MOODLE (an open source learning platform)
- Using Self Organised Learning Approach (SOLA) as an innovative teaching methodology for a small group of students on an experimental basis

2.7 Total No. of actual teaching days during this academic year

190

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

Open Book Examination, Online Multiple Choice Questions, and Photocopies of answer sheets

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

03 Nil 04

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	79	03	32	32	06	92.40
B.Com	203	03	42	78	51	85.17
B.Sc (Home Science)	41	-	22	10	02	78.04
BCA	60	04	19	13	01	62
BMS	53	02	27	20	-	92.74
BMM	26	-	15	07	04	100
M.A.	21	-	06	12	03	100
M.Com	34	01	23	06	02	94.11

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

IQAC is instrumental in conducting a rigorous internal and external Academic Audit and obtaining feedback from students and internal peers. The feedback is conveyed to the respective departments in general and to teaching faculty in particular. External experts on the IQAC and employers give suggestions for content that could be made part of the curriculum during revision.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	17
Staff training conducted by other institutions	06
Summer / Winter schools, Workshops, etc.	01
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	Nil	01	Nil
Technical Staff	33	06	06	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- Faculty members are encouraged to undertake research projects.
- Management has set up a research corpus to fund projects which fail to receive financial support from any other source

3.2 Details regarding major projects: Nil

3.3 Details regarding minor projects: Nil

3.4 Details on research publications:

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	5 years	College Management	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	5 years	College Management	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	03	-	01	-
Sponsoring agencies	-	College	-	College	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of College

Total

3.16 No. of patents received this year: Nil

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

Total	International	National	State	University	Dist	College
01	-	-	01	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

No. of students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution: N.A

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): N.A

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="02"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="04"/>
NCC	<input type="text" value="03"/>	NSS	<input type="text" value="06"/>
		Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Adopting local suburban railway station and worked on cleanliness, beautification and awareness drives
- Cycle Rally from Mumbai to Pune and back (500 kms.) with the theme “Save the Girl Child”
- Comprehensive Village Development Programmes in adopted villages
- Awareness drives through rallies and street plays

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5077.2 Sq.M.	-	-	5077.2 Sq.M.
Class rooms	29	-	-	29
Laboratories	16	-	-	16
Seminar Halls	03	-	-	03
No. of important equipments purchased (\geq 1-0 lakh) during the	25 LCD	3 LCD	College	28 LCD

current year.	projectors	projectors		projectors
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	33 Printers	05 Printers	College	38 Printers

4.2 Computerization of administration and library

Administrative office and library is fully computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37863	24,67,311.46	731	106637.00	38594	2573948.46
Reference Books	26960	30,37,002.44	234	85426.78	27194	3122429.22
e-Books	N-List					
Journals	58	39,734.00	59	39,986.00	-	-
e-Journals	N-List					
Digital Database	Databases subscribed through SNDT Women's University					
CD & Video	87	13,297.00	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	230	04 (143 computers)	230	-	1 (9 computers)	27	19	32
Added	09	03			01	05	-	-
Total	239	146 (* 31 computers replaced with new upgraded ones)			1 (10 Computers)	32	19	32

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

Training teachers for use of ICT in Teaching-Learning and Evaluation

4.6 Amount spent on maintenance in lakhs :

i) ICT	75,000
ii) Campus Infrastructure and facilities	96,000
iii) Equipments	80,000
iv) Others	15,00,000
Total :	17,51,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information regarding the available SSS is communicated to students routinely via Student Welfare Centre, departmental admission committees, college diary, notices, display boards and college diary
- College Policy Booklet also guides concerned staff members about the services and facilities available for students

5.2 Efforts made by the institution for tracking the progression

Undergraduate departments track the progression of students at the respective post graduate departments at university level and through our alumni association “Sannidhya”. Staff members also use social networking sites to maintain contacts with past students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2223	76	Nil	129

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	-	-		2428	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1760	225	23	156	-	2164	1974	193	40	220	1	2428

Demand ratio : 1:1.3

Dropout: 8%

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

- Staff members guide students for various competitive examinations
- Free coaching by experts is arranged

No. of students beneficiaries

60

5.5 No. of students qualified in these examinations: Nil

5.6 Details of student counselling and career guidance

- Personal counselling is available for staff and students through our counselling centre, Sanchetana. Regular workshops and interactive sessions are organized on topics such as self awareness, Goal setting, examination stress, interview and communication skills.
- Career counseling is provided through Career Guidance and Placement cell which organizes workshops and lectures. Representatives from the Institute of Company Secretaries and Institute of Chartered Accountants orient the students about their courses.

No. of students benefitted

19 (For personal counseling) and career counseling for all final year students

5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	321	129	-

5.8 Details of gender sensitization programmes

- 'Cycle Safari' from Mumbai to Pune and back from January 21 to 26, 2016 with a theme 'Save the girl child' was organised.
- A rally of 150 NSS and NCC volunteers was organized from the college premises to Vidyavihar station on October 10, 2015 displaying placards on the theme "The Power of the Adolescent Girl: Vision for 2030" creating awareness about the right to education, nutrition, legal rights, medical care and protection from discrimination and violence against young girls and women.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

46

National level

01

International level

-

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount in `
Financial support from institution	1063	2634595
Financial support from government	327	1451000
Financial support from other sources	11	113700
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives: Nil

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No grievances reported

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To be recognized as a centre of excellence for education that empowers women leading to self actualization.

Mission:

- To empower women by providing quality higher education
- To enrich social and cultural values of women through holistic education
- To support underprivileged women with financial assistance to get educated and be self reliant

6.2 Does the Institution has a management Information System

Information Management System is in place for admission, examination and result and students' modules

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

6.3.1 Curriculum Development

Content analysis workshops organised whenever needed

Certificate Course of 60 hours on 'Mutual Fund' under the scheme of Pradhanmantri Kaushalya Vikas Yojana with BSE Ltd. for T.Y.B. Com. and T.Y.BMS students from December 2015 – March 2016 for 50 students.

6.3.2 Teaching and Learning

Blended learning methodology introduced using Moodle learning platform

Self Organised Learning Approach used on experimental basis on small group of students

6.3.3 Examination and Evaluation

Nil

6.3.4 Research and Development

Management has set up a corpus to fund staff and students research projects

6.3.5 Library, ICT and physical infrastructure / instrumentation

Stock -taking using bar code system

Renovation of Food Laboratory and Canteen

6.3.6 Human Resource Management

Training sessions are arranged for using MIS of college.

6.3.7 Faculty and Staff recruitment

Arranging demonstration lectures before recruiting new teaching staff members.

6.3.8 Industry Interaction / Collaboration

TATA strive for Vocational training and placement, Techno-serve and J.P.Morgan for Employability skills training and placements, SEED Infotech for Add on course on “.net programming”, PFNDAI for nutrition week celebration

6.3.9 Admission of Students

Degree college teachers conduct regular lectures / interactive sessions with junior college students

6.4 Welfare schemes for

Teaching	-
Non teaching	03
Students	14

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	*	✓	IQAC **
Administrative	-	-	-	-

* Invited Panel of college principals

** Specially appointed team of internal auditors by IQAC

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

For UG Programmes Yes No

For PG Programmes Yes No

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

N.A

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

N.A

6.11 Activities and support from the Alumni Association

Online Registration facility for the alumni association of the college, “Sannidhya” through college website

Facebook page of college is created to provide interactive interface for present and past students.

6.12 Activities and support from the Parent – Teacher Association

N.A

6.13 Development programmes for support staff

Administrative staff organized a one day workshop on “Personal and Professional effectiveness” for all administrative and support staff of SNDT affiliated colleges in Mumbai on February 15, 2016.

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

Replacing tube lights with power saving LED tube lights
Master switches have been installed in all the classrooms and floors and they are labeled so that, only those required can be switched on.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Completed External Academic Audit for the years 2010-11 to 2013-2014

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

- Offered few online modules for some subjects to provide blended learning opportunities
- RAR for the 3rd Cycle of accreditation submitted

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

- Application of Blended Learning Approach in Teaching-Learning and Evaluation (TLE)
- Employability Skills Training and Placement of Students

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

7.4 Contribution to environmental awareness / protection

Rallies in favour of 'Clean and Green Mumbai' and 'Save the Girl Child'
Wet and Dry waste Segregation routinely done in Food Science laboratory

7.5 Whether environmental audit was conducted?

Yes

No

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

Nil

8. **Plans of institution for next year**

- Formalising the students' mentoring systems
- Arranging faculty training programmes

Ms. Amrita Behel
Coordinator, IQAC

Dr. S. Kumudhavalli
Chairperson, IQAC

ANNEXURE I
CALENDAR OF ACTIVITIES FOR THE YEAR (2015-2016)

I term: June 10, 2015 to November 8, 2015

II term: November 30, 2015 to May 3, 2016

MONTH	EVENTS / ACTIVITIES
June	Principal's Meeting with staff members on reopening day followed with a faculty development lecture
	Admissions for all degree programmes
	Celebration of International Yoga Day
July	University as well as College Orientation programmes for all first year students
	Hindi Diwas celebration
	Programme for Centenary year celebration of the University
	Content Analysis workshop by Department of Management Studies
	Monsoon Picnic
	Submission of RAR for the third cycle of NAAC
August	Independence Day Celebration
	Election of general secretaries for students association
	Programme by Sanchetana (Counseling centre) for students of first year degree college
	Leadership training programme for elected General Secretaries and Class Representatives
	Students Visit to NASEOH
	Literary event / activities
	Internal assessments of degree college students
	Health week by ROTARACT club
September	Celebration of Nutrition Week
	Inter -College Puppet show competition by Department of Human Development
	Set Installation Exhibition by Department of Resource Management
	Parents Teachers Meet
	A week-long 'Mental Health Awareness' Campaign in the college campus and

	neighbouring premises by Department of Psychology
	Content analysis workshop by Department of Mass Media
	Participation in YUVA Mahotsav organised by SNTW University
October	Workshop on Regional Journalism by Mass Media Department
	Semester examination for degree college students
	Principal's Meeting with staff members on term ending day
	Repeater examinations for degree college students
November	Principal's Meeting with staff members on reopening day
	Students internships
	Student led Posters Exhibition on 'Clean and Green Mumbai' by Department of Economics
	Training session on Designing online courses using MOODLE for faculty members
	National Level Seminar on Smart Cities by Commerce Department
	SAHAYOG 2015-16, the annual community outreach programme by Department of Psychology
December	National seminar on the topic '1990 Nanterche Marathi Strilikhit Sahitya' by Department of Marathi
	National Conference on "Dynamics of Family Relationship in the Contemporary World" by Department of Human Development
	Employability skill training programme for students of all faculties
	Goal: Commerce Week
	Intercollegiate competitions / events
	Participation in International Economic Convention
	Industrial Visits
	Sports day
	UTSAV (College week) celebration
	College Annual Day and Best students award function
	NSS residential camp

January	Inter -College Puppet show competition by Department of Human Development
	'Cycle Safari' from Mumbai to Pune and back
	Participation in Programme organised by SNDT Women's University to commemorate 100 years
	Annual Library Programme
	Annual Intercollegiate, Research Convention for undergraduate students – TRISHOOL 2016 – by Department of Psychology
	Staff picnic
	Internal assessment for degree college students
	Celebration of Marathi Bhasha Gaurav Din
	Market Fair – Bazar by Post Graduate Department of Commerce
February	Academic Audit by External Experts
	One day workshop on "Personal and Professional Effectiveness" by Administrative staff
	NCC Annual Day
	Parents Teachers Meet
	Repeater examination for degree college students
	Farewell function for final year degree as well as post graduate students
	Placement Activities
March	Placement Activities
	College and University level annual examinations
	NAAC Peer Team Visit
April	Declaration of college level results
	Principal's Meeting with staff members on term ending day
May	Celebration of Maharashtra Diwas

ANNEXURE II

BEST PRACTICES

7.3.2 Application of Blended Learning Approach in Teaching-Learning and Evaluation

1. Title of the practice

Application of Blended Learning Approach in Teaching-Learning and Evaluation (TLE)

2. Goals

- Extending use of ICT in Teaching-Learning and Evaluation
- Exposing students to Online Learning Methodologies
- Capacity building for Independent learning among students

3. The Context

ICT in teaching learning has been routinely used by our teachers through of powerpoint presentations, movies, videos, web referencing etc in a regular classroom setting. The institution has been arranging training programmes for teachers to upgrade their ICT skills in TLE along with providing basic computer skills to students. Blended Learning was identified as a suitable method to provide innovative learning experiences to the students.

Blended learning is a combination of internet and digital media with established classroom forms that require the physical co-presence of the teacher and students. Face-to-face oral communication and online written communication are integrated such that the strengths of each are blended into a unique learning experience congruent with the context and the intended Teaching-Learning process and outcomes. MOODLE – an open source learning platform has been selected for online content delivery through the college website.

4. The Practice

The process of designing the blended learning environment at our college followed a systematic approach as described below:

1. Planning for integrating blended learning into a course:
 - Upgrading the college website
 - Setting up the necessary infrastructural and technological support
 - Identifying and motivating staff members to undertake the exercise as a pilot project
 - Arranging staff training sessions by educational technology / instructional design experts
2. Designing and developing the blended learning elements
 - Designing the online modules for different subjects with help from instructional design experts.
 - Uploading the developed module on the moodle domain of the college website

3. Implementing the blended learning design
 - Students were informed and trained by the respective teachers in the access and use of online resources
 - Enrolling students for the course
 - Students were required to go through the resources provided online followed by face-to-face discussions in the classroom
 - This was followed by formative evaluation in the form of extra reading and submissions of assignments online/ offline and summative evaluation in the form of an online quiz.
4. Reviewing (evaluating) the effectiveness of the blended learning design, to improve the learning experience for both staff and students
 - Obtaining students feedback regarding the experience to improve the learning experience and outcome

5. Evidence of success

- Students reported flexibility in terms of availability of learning resources- anytime anywhere and also a variety of activities that apply to many different learning styles.
- Self-pacing for slow or quick learners and promoting independent learning
- E-learning made the teaching-learning experience more interesting as it supported the face-to-face approaches along with better student attendance

6. Problems encountered

- General resistance to use the E-learning systems
- Lack of a firm framework to encourage students to learn
- A high level of self-discipline or self-direct is required for learners with low motivation or irregular study habits.

7.3.2 Employability Skills Training and Placement of Students

1. Title of the practice

Employability Skills Training and Placement of Students

2. Goals

Providing general employability skills and sectoral skills training to students

Placing students in the organised sector

Forging collaborations and tie-ups with institutions, organisations and corporates

3. Context

Skill Development and employability are important objectives of Higher Education. Our students were earlier getting placed mainly in small establishments and the unorganised sector with comparatively lower remuneration. Most of them did not have a clear growth path which is offered by the organised sector. To change this scenario the institution decided to train the students in employability and sectoral skills which are industry oriented through collaborative linkages with institutions, organisations and corporates and place students in the organised sectors.

4. Practice

1. Identifying the employability and sectoral skills to be included in the training programme
2. Identification of and collaboration with institutions, organisations and corporates for joint implementation of these programmes
3. Designing the modules of the training programme, planning the schedule of transaction followed by evaluation and certification.
4. Placement of students
5. Preparing a database of students needing placement

5. Evidence of success

- 129 students have been placed in various organisations like ICICI Pru, TechMahindra, HDFC, FSS, Andre Moda, Axis Bank, Trend, TATA Capital and Kidzania
- Offer packages ranged from ` 1.20 lakhs to ` 3.8 lakhs per annum for fresh graduates

6. Problems encountered

1. Difficulty in scheduling the training programme with the regular degree programme
2. Arranging on-the-job training during vacations
3. Managing or preventing student drop-outs from longer duration training programmes
4. Developing collaborative linkages and tie-ups with reputed organisations was challenging
5. Resistance from families preventing girls from taking up employment in certain organizations

ANNEXURE III
ANALYSIS OF STUDENTS' FEEDBACK

The teachers were assessed on a 5 point scale on their classroom behaviour, subject knowledge, teaching methods and objective evaluation. Students feedback after analysis is conveyed to the concerned teacher and constructive suggestions are given by the Principal.

Some of the salient points emphasized in the Institutional feedback were:

- Library services and encouragement for co-curricular activities rated highly.
- Campus cleanliness and canteen facilities need improvement.