

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
2016-2017**

Part – A

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

400086

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 (For ex. MHCOGN 18879) MHCOGN10298

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_2016-17.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: 01/09/2004

1.8 AQAR for the year 2016-17

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

- i. AQAR 2015- 16 submitted to NAAC on (25/06/2016)

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

S.N.D.T. Women's University,
Mumbai

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

Nil

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

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? No

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

- Two days workshop on “Integration of ICT in course planning”
- Four days workshop on “E-Learning”
- Project presentation at BEQET AWARD COMPETITION

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
Arranging workshop for ICT training for staff members	Two days workshop on “Integration of ICT in course planning” was arranged for college teachers on July 16 and 19, 2016.
	A workshop on “E learning” was organised teachers from January 30 to February 2, 2017.
Initiating project on Effective Documentation Process	Quality Circle of Administrative head took up this project to enhance effectiveness of documentation process (refere 7.3 for more details)

* Refer the Academic Calendar of the year as Annexure I.

2.15 Whether the AQAR was placed in statutory body: Yes

Management Syndicate Any other body

Provide the details of the action taken

Same as 2.15

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: Core and Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All Programmes
Trimester	Nil
Annual	Nil

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

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

* Refer analysis of the feedback in the Annexure III

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	Principal	Librarian
	38	19	17	1	1

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	3	5	NA	NA	NA	NA	NA	NA	3	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	17	14	5
Presented papers	15	12	-
Resource Persons	1	2	1

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

Blended Learning approach is used while teaching some modules

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 and Online Multiple Choice Questions are practiced while conducting examination. Photocopies of answer sheets are made available upon request.

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

BOS: 2

Faculty: -

Curriculum Development Workshop: 15

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage:

Results of the academic year 2015-2016:

Title of the Programme	Total no. of students appeared	Division									
		Distinction %		I %		II %		III %		Pass %	
		No.	%	No.	%	No.	%	No.	%	No.	%
B.A	77	01	1.29	20	25.97	40	51.94	9	11.68	70	90.90
B.Com (English)	213	0	0	35	16.43	100	46.94	60	28.16	195	91.54
BAF	28	14	50	11	39.28	02	7.14	0	0	27	96.43
B.Sc (Home Science)	46	04	8.69	13	28.26	15	32.60	01	2.17	33	71.73
BCA	48	03	6.25	21	43.75	12	25	1	2.08	37	77.08
BMS	43	01	2.22	23	51.11	14	31.11	01	2.22	39	90.69
BMM	16	09	56.25	04	25	02	12.5	01	6.25	16	100
M.A.	10	04	40	04	40	02	20	0	0	10	100
M.Com	25	08	32	12	48	05	20	0	0	25	100

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	03
UGC – Faculty Improvement Programme	02
HRD programmes	Nil
Orientation programmes	05
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
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	01	Nil	Nil
Technical Staff	33	01	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Financial assistance was given for taking up small research projects and for attending International Conference for Paper Presentation.

3.2 Details regarding major projects

Nil

3.3 Details regarding minor projects

Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	2	4
Non-Peer Review Journals	-	-	1
e-Journals	-	-	-
Conference proceedings	4	1	2

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	2016-2020	SPRJK Trust	1,00,000.00	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	2016-2020		1,00,000.00	

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NA

3.9 For colleges: Nil

3.10 Revenue generated through consultancy: Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State
Number	1 conference (Co-hosted)	1 Workshop 1 Seminar	1 Seminar
Sponsoring agencies	Sarwasumana IEEE	Seminar sponsored by ICHR	Donor

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year: 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
2	2	-	-	-	-	-

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

and students registered under them

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

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

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="270"/>	State level	<input type="text" value="03"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="52"/>	State level	<input type="text" value="5"/>
National level	<input type="text" value="12"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="02"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="2"/>	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="-"/>		
NCC	<input type="text" value="8"/>	NSS	<input type="text" value="9"/>	Any other	<input type="text" value="-"/>

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

- **Vanamahotsav and Tree Plantation Drive:** Vanamahotsav 2016 was jointly organized by NSS, Green thumb Club and NCC in collaboration with N Ward BMC office, Forest Department, Grampanchayat Kasara and Mahanagarpalika School ground at Titwala from July 1-4, 2016. More than 500 trees were planted.
- **Flag Collection Drive:** Organized a flag collection drive in order to collect the discarded national flags from the roads around the college premises on August 15, 2016.
- **Beach Cleaning Drive:** Organized a beach cleaning drive at Girgaum Chowpatty, on September 16, 2106, the day after Anant Chaturdashi.

- **Hamara Station Hamari Shaan:** College collaborated with Mumbai First and Make A Difference (MAD) Foundation for 'Hamara Station Hamari Shaan' Project between October 2-8, 2016 for beautifying two suburban stations.
- **Volunteering at National Banks after Demonetization:** The SPND NSS Cell participated in managing crowds whilst facilitating the currency exchange in banks during the week after the announcement of demonetization.
- **Voter Awareness Drive:** Organized a voter awareness drive from January 20-25, 2017. Rally on the theme "To give Vote" was organised by NSS Volunteers to spread awareness of the importance of Voting
- **Republic Day celebrations:** Participated in the Republic Day celebration at the college campus on January 26, 2017. The NSS volunteers presented a One Act Play on the theme of 'Dowry System: A Social Evil in India'.
- **PAN Card Registration Drive:** Organized a PAN-card registration drive at the college campus from Jan 27-30, 2017; wherein the NSS volunteers urged students to register for a PAN card and assisted them with filling the PAN form.
- 70 Students participated in the annual special residential camp in the adopted villages.
- **Training Programme of Eye-Beties:** Cadets were given training for checking Diabetics Patients at MET Institute of Management, Bandra.
- NCC cadets participated in the "Awareness Walk" on the theme of "Organ Donation Campaign" at Fortis Hospital, Mulund.
- NCC cadets participated in Pulse Polio Immunisation on "Pulse Polio Day" at Sarvodaya Hospital
- NCC cadets participated worked as a Volunteers at Ghatkopar Marathon.

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 (≥ 1-0 lakh) during the current year.	-	6 Projectors and N Computing	-	-

Value of the equipment purchased during the year (Rs. in Lakhs)	-	6,66,880.00	College	-
Others	-	-	-	-

4.2 Computerization of administration and library

Administrative office and library are fully computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	38594	2573948.46	792	137453.44	39386	2711401.9
Reference Books	27194	3122429.22	183	94115.03	27377	3216544.25
e-Books	N-List					
Journals	59	39,986.00	48	47379.00	-	-
e-Journals	N-List					
Digital Database	Databases subscribed through SNDT Women's University					
CD & Video	87	13,297.00	-	-	87	13,297.00
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Computer Centres (Internet Centre)	Office	Departments	Others
Existing	202	04 labs (112 Computers)	All	1 (07 Computers)	32	19	32
Added	30+2 (N Computing Client)	30 +2	All	-	-	-	-
Total	232 + 2	144	All	07	32	19	32

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

Workshops for ICT training for teachers were organised

4.6 Amount spent on maintenance in lakhs :

i) ICT

4,60,000.00

ii) Campus Infrastructure and facilities

63,150.00

iii) Equipments

1,27,706.00

iv) Others

15,00,000.00

Total:

21,50,856.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Nil

5.2 Efforts made by the institution for tracking the progression

Departments keep track of students' progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2465	86	-	81

(b) No. of students outside the state

9

(c) No. of international students: Nil

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1973	193	40	221	1	2428	2146	271	42	172	1	2632

Demand ratio 1:1.3

Dropout % 8

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

Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations:

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Personal counseling service is available for staff and students
- Expert lectures were arranged on relevant topics such as Physiology, well-being of adolescents, how to choose a right career etc.
- Leadership training programmes for General Secretaries

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	400	72	83

5.8 Details of gender sensitization programmes

- “Police Didi Abhiyan” to educate the students under three areas: Women’s Protection, Self Defence and Alerts by Senior Police Inspector from Chirag Nagar Police Station.
- Organised a Guest lecture on “Women Entrepreneurship: Problems and Prospects” on March 8, 2017 on the occasion of International Womens Day by Mr. Umesh Rathod, founder of the ‘Mission Catalyst’ NGO and visiting faculty in B-Schools.
- Screening of movies
- B.Com. I students presented 2 plays in English to create social awareness on the issues – 1. Dowry System: A Social Challenge 2. Gender Discrimination in the Society.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	416	20,64,495.00
Financial support from government	191	10,83,205.00
Financial support from other sources	33	5,00,000.00
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives: Nil

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To be recognised 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

Yes

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

6.3.1 Curriculum Development

Content Analysis Workshops were organised.

6.3.2 Teaching and Learning

Training programmes were organised for promoting blended learning.

6.3.3 Examination and Evaluation

Nil

6.3.4 Research and Development

Nil

6.3.5 Library, ICT and physical infrastructure / instrumentation

Old computers were replaced by new computers.

6.3.6 Human Resource Management

Nil

6.3.7 Faculty and Staff recruitment

First few lectures of newly recruited faculty members were observed and suggestions were given for improvements.

6.3.8 Industry Interaction / Collaboration

Corporates like TCS, TATA Strive, Barclays, Birla Sunlife and technoserve conducted employability skill training for final year students and also helped in placements.

6.3.9 Admission of Students

Nil

6.4 Welfare schemes for

Teaching	-
Non teaching	3
Students	8

6.5 Total corpus fund generated

NA

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	-	-	Yes	IQAC
Administrative	-	-	-	-

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

The PG Department of Psychology organized a series of lectures and workshops under the theme "College to Corporate". Under this theme the department has approached it's alumni to conduct some lectures or workshops for the students of MAII students.

Alumni also help in for placements of current students.

6.12 Activities and support from the Parent – Teacher Association

NA

6.13 Development programmes for support staff

English Training Programme was organised for non teaching staff members during vacation.

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

Old lights were replaced with new LED lights.

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.

Blended Learning approach is used while teaching some modules

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

- Two days workshop on “Integration of ICT in course planning” was arranged for teachers on July 16 and 19, 2016.
- A workshop on “E learning” was organised for college teachers from January 30 to February 2, 2017.
- Quality Circle of Administrative head took up this project to enhance effectiveness of documentation process (refere 7.3 for more details)

7.3 Give two Best Practices of the institution

1. Project on Enhancing the effectiveness of Documentation Process
2. Employability Skill Training and Placement of students

**Please refer annexure II*

7.4 Contribution to environmental awareness / protection

- Poster making Competition for Students on the Topic: Conservation of Resources in the first week of August.
- Best out of waste competition for students was conducted on October 4, 2016.
- Students performed skit on Eco – Friendly celebration of Diwali, to create awareness in different societies and in college premises.
- Organized a natural trail visit to Lonavala as a part of subject “Environment Studies” for F.Y.B.Sc. students
- Field trips were organised as part of subject Environmental Studies
- Vanamahotsav 2016 was jointly organized by NSS, Green thumb Club and NCC in collaboration with N Ward BMC office, Forest Department, Grampanchayat Kasara and Mahanagarpalika School ground at Titwala from July 1-4, 2016.
- Organized a beach cleaning drive at Girgaum Chowpatty, on Septemer 16, 2106, the day after Anant Chaturdashi.
- Collaborated with Mumbai First and Make A Difference (MAD) Foundation for the project ‘Hamara Station Hamari Shaan’ for cleaning and beautifying two suburban railway station between October 2-8, 2016. All the 300 NSS volunteers participated in the weeklong program which consisted of painting and beautifying Kanjurmarg and Bhandup Railway Stations.

7.5 Whether environmental audit was conducted? Yes No

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

Students took part in A 'Special Adventure Course' between April 14 and 23, 2017 conducted by Himalaya Mountaineering Institution (HMI), Darjeeling. 27 students were acquainted to the basics of trekking and hiking, types of knots, information about equipment to be used during the trekking, etc. The students were also given practice sessions on rock climbing, rappelling, kayaking and zip line. After successful completion of the basic training, the students embarked on the five-day trek to Sandakphu, the highest peak in West Bengal, which is located at 3636 meters.

8. Plans of institution for next year

Arranging International Conference

Ms. Amrita Behel

Coordinator, IQAC

Dr. S. Kumudhavalli

Chairperson, IQAC

ANNEXURE I
CALENDAR OF ACTIVITIES FOR THE YEAR (2016-2017)

I Term	-	June 13, 2016 to October 22, 2016
II Term	-	November 14, 2016 to May 1, 2017
Christmas Vacation	-	December 25, 2016 to January 1, 2017

Tentative Dates	Events
JUNE	
IV week	Faculty wise Orientation Programme for First Year degree college students
JULY	
I week	Class Representatives Election
II week	General Secretaries Election
II week	Orientation programme for First Year Post Graduate Students
IV week	University Orientation for First Year Degree College Students
IV week	Sex education programme by Sanchetana for First Year Students
AUGUST	
I week	Leadership Training programme for General Secretaries and Class Representatives
I week	Talent show
I week	Literary events
II week	Internal Assessments for Degree College and Diploma Programmes
IV Week	Foundation Day Orientation Programme of Green Thumb Club
SEPTEMBER	
I week	Teachers Day One day Picnic
II week	Parents meet Hindi Divas
OCTOBER	
II week	Navratri Celebration and Dandiya
III week	First Semester examinations for all Degree and Diploma programmes
II and III week	University Semester examinations
NOVEMBER	
IV week	Semester examination for M.A./M.Com.
DECEMBER	
II week	Winter picnic Goal: Commerce Week Fashion Show by Fashion Designing Diploma programme E 3 event by Interior Designing Diploma programme
III week	Sports Day UTSAV 2016 and College Day
IV week	NSS Special Camp
JANUARY	
II week	Unit test for Diploma Programmes

FEBRUARY	
II week	Internal Assessments for Degree and Diploma programme Parents meeting
IV week	Farewell function for Third Year Degree College Students
MARCH	
II week	International Women's Day Celebration
III week	University Semester examinations
IV week	Annual examination for Diploma courses Farewell function for Post Graduate Students
APRIL	
I week	College Semester examinations
III week	First year Degree College results and second year admissions

ANNEXURE II

BEST PRACTICES

7.3.1 Enhancing the effectiveness of Documentation Process

1. Title of the practice

Enhancing the effectiveness of Documentation Process

2. Goals

- Less time consumption in data collection
- Collection of detailed reports
- All concerned individuals are reported / informed about the activity
- Systematic archival and retrieval
- User-friendly collection, storage, access and use

3. The Context

College collects data / reports of curricular, co-curricular and extra-curricular activities and prepares campus chronicle (twice a year) and annual college magazine. The college had a system in place for collection of reports twice in the year for these publications. This system had some limitations due to which there was loss of important data / reports. Also it was difficult to make the data available as and when required during the year. This has resulted into loss of awards due to lack of documentary evidence and at times loss of credibility because of incomplete data.

The Quality Circle of Administrative heads along with magazine committee decided to make an effective and full proof documentation system. There were four major / problem areas upon which Quality Circle worked upon. They were:

1. Incomplete collection of data
2. Absence of systematic compilation
3. Lack of systematic storage and preservation
4. Poor Accessibility

4. The Practice

It was decided to **distribute work between documentation personnel and magazine committee**. Documentation personnel collects detailed reports and preserves it where as magazine committee looks after preparing and making of publications. There is a **Single window system for data submission**. Reporting of activities is done through proper channel i.e. Through Head of Department and Vice Principals to the documentation personnel. **One person in every department / committee** is assigned for giving reports of activities. **Time limit**

of one week after the activity / event is over is decided for data submission. **Reports are collected in specific format** so that all related information is covered. **Review of activities done and reported** is taken into administrative heads meeting. **Reports are compiled at one place and stored at two different places.** Scanning and preservation of old records is done.

5. Evidence of success

Implementation of new documentation system started in current academic year. Following benefits are achieved:

1. Less time required to collect the data
2. All concerned individuals are reported / informed about the activity
3. Systematic archival and retrieval
4. User-friendly collection, storage, access and use

The data collection was comparatively easy and reports of most of the activities were collected on time. This resulted into timely release of campus chronicles. As well as data can be retrieved quickly as and when needed.

6. Problems encountered

There are human and attitudinal factors difficult to tackle. Problems like lack of coordination, Ego clashes / attitude of committee members, negligence, procrastination, etc still prevail in new system also. Solutions like rearranging committees, use of technology, etc are tried time to time to solve the problems encountered.

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

Online assessment of teachers and infrastructure by students was done on a 5 point scale. Teachers were assessed 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.