

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic year 2013-2014

Part – A

I. 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;
spndoshi@vsnl.net

Contact Nos.

022 2513 5439 / 022 2512 3484

Name of the Head of the Institution:

Dr. Leena Raje (In-charge)

Tel. No. with STD Code:

022 2509 4065

Mobile:

9920385557

Name of the IQAC Co-ordinator:

Ms. Amrita Behel

Mobile:

9869361456

IQAC e-mail address:

iqacspndoshi@gmail.com

1.3 NAAC EC number and date

EC/52/RAR/31 dated 28-3-2010

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/52/RAR/31 dated 28-3-2010

1.5 Website address:

www.spndoshicollege.com

Web-link of the AQAR:

http://www.spndoshicollege.com/pdf/AQAR_final.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	Institutional Score: 85.50	2003	2002-2003 to 2006-2007
2	2 nd Cycle	A	3.02	2010	2009-2010 to 2014-2015

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

01/09/2004

1.8 AQAR for the year (for example 2010-11)

2013-14

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 2009-2010: 02/06/2010
- ii. AQAR 2010-2011: 16/07/2011
- iii. AQAR 2011-12: 27/09/2012
- iv. AQAR 2012-13: 25/11/2013

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

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)

B.Sc. in Home Science, BCA, BMM, BMS

1.12 Name of the Affiliating University (for the Colleges)

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	✓	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	✓		

2. IQAC Composition and Activities

2.1 No. of Teachers	03
2.2 No. of Administrative/Technical staff	10
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	00
2.8 No. of other External Experts	01
2.9 Total No. of members	17

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:	No.	02	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

Rs. 3,00,000.00



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

Initiation of the collaborative project on benchmarking for higher education
 Compilation of information on various policies of the institution and guidelines for working of various committees at institutional and university level in the form of College Policy Booklet

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
Conducting the Academic and Administrative Audit systematically	Developed and implemented a systematic and structured tool for Annual Academic and Administrative Audit
Developing Policy booklet	Developed a handbook containing information on various policies of the institution and providing guidelines for working of various committees at institutional and university level
Academic calendar	Approving and reviewing implementation of Academic Calendar
Individual assessment using API proforma	Scrutinizing and Verifying the completed individual API proforms of all teaching staff members by an IQAC subcommittee
Development of Benchmarking tool	Developed a benchmarking tool on NAAC criteria "Research, consultancy and extension" as a part of the project in collaboration with two other SNDT University affiliated colleges

* Please refer Annexure A for Academic Calendar.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

As per the suggestions of the syndicate following actions were taken:

- Participation of students in cultural activities needed improvements so more efforts were taken in this direction and number of participants was increased
- Efforts were taken to make feedback system computerised for smooth and transparent conduct

Criterion – I

I. 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	Nil	Nil	02	Nil
UG	03	01	03	06
PG Diploma				
Advanced Diploma				
Diploma				
Certificate			05	
Others			03	
Total	03	01	13	06
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
 (ii) Pattern of programmes:

Semester ~~Third~~

13

Num

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

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.

Syllabi in modular format; 20 credits per year across all disciplines

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	15	23	-	-

2.2 No. of permanent faculty with Ph.D.

10

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
-	06	-	-	-	-	-	-	-	-

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	8	10	4
Presented papers	11	13	3
Resource Persons	-	-	-

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

Arranging film shows, Guest lectures, Industrial / Field Visits, Internships, Use of Educational CDs, films

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)

Nil

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

11	01	01
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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 %
Bachelor of Arts	105	4	14	42	13	73
Bachelor of Commerce	213	1	5	27	40	73
Bachelor of Home Science	54	-	31	37	10	78

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

Detailed information on teaching-learning is obtained through annual academic audit from every department. An IQAC sub-committee of internal auditors evaluates the reports and provides feedback to the respective departments.

Online Evaluation of teachers by the students provides valuable feedback which is conveyed to the respective teachers

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	03
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	01
Staff training conducted by other institutions	08
Summer / Winter schools, Workshops, etc.	00
Others	00

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	19	01	nil	01
Technical Staff	29	04	nil	04

Criterion – III

3. Research, Consultancy and Extension

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

- Arranging talks on inter disciplinary research
- The process of setting up a corpus fund to promote research activities among staff and students
- Provided list of various funding agencies to all potential researchers

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-		-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	-	-
Outlay in Rs. Lakhs	-		-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	02	02
Non-Peer Review Journals	01	01	-
e-Journals	-	-	-
Conference proceedings	02	04	-

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

NIL

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

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	03	03	13
Sponsoring agencies	-	UGC	Gujarat Association	-	SPRJK Trust

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: **NIL**

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them: **NIL**

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

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 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 State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

- NSS Residential camp
- Road safety campaign
- Various Gender Sensitization Programmes like Rally, Street Play on Save the girl child
- CSR by Human Development Department

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	54650 sq.ft.			54650 sq.ft.
Class rooms	29			29
Laboratories	15	01		16
Seminar Halls	02		UGC Grant	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		06		
Value of the equipment purchased during the year (Rs. in Lakhs)		2,92,100	College Budget	
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	35551	21,47,418.55	901	1,03,278.00	36,452	22,50,696.55
Reference Books	26,670	29,02,977.90	156	69,659.75	26,826	29,72,636.75
e-Books	NIL					
Journals	62	37,444.00	57	36,786.00		
e-Journals	NIL					
Digital Database						
CD & Video	78	12,174.00	3	400.00	81	12,574.00
Others (specify)	NIL					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	153	3 labs (94 computers)	153	-	01 (9 Computers)	22 computers	12 Computers	16 Computers
Added	08	-	08	-	-	01	04	03
Total	161	3 labs (94 computers)	161	-	01 (9 Computers)	23 Computers	16 Computers	19 Computers

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

NIL

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,21,576
ii) Campus Infrastructure and facilities	1,36,221
iii) Equipments	35,268
iv) Others (Trust) (Building Maintenance)	18,56,620
Total :	21,49,685

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student Welfare and Admission Committees counsels students regarding the SSS
- Use of display boards to disseminate information for SSS
- College Policy Booklet includes information on SSS which is made available to all staff members to guide students appropriately
- College prospectus and Students Diary contains relevant Information

5.2 Efforts made by the institution for tracking the progression

- Students are in touch with teachers through “Sannidhya”, alumni association and also through social networking sites
- Undergraduate departments track the progression of students at the respective post graduate departments at university level.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1774	102	00	00

(b) No. of students outside the state

(c) No. of international students

No	%
00	

Women

No	%
1876	100

Gender	No	%	Year	Physically Challenged	No	%	Year	Physically Challenged				
General	1488	200	08	136	-	1832	1592	151	07	126	-	1876

Demand ratio N.A.

Dropout %: 22%

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

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- Psychological testing and Career Guidance programmes for SSC Students.
- Leadership training workshop for senior college CRs and GSs
- Personal Counselling for different psycho social issues as well as emotional and behavioural problems

No. of students benefitted

5.7 Details of campus placement

	<i>On campus</i>	<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	60	10	27

5.8 Details of gender sensitization programmes

- Lectures on topics like Strong Women-Rajkaranma Anamat Bethak; education and women; Women and Law
- Elocution competition on "Issues related to women"
- Presentations on eve teasing outside the college campus
- Seminar on Premarital counselling by Vruddhi counselling centre
- Workshop on Self Defence Techniques by Avanti Foundation (NGO)
- Rangoli competition on the topic "Save Girl Child"
- Various community outreach programmes such as poster painting competition, elocution competition and street plays with gender sensitization as a theme under "Jagar Janivancha" an initiative of Government of Maharashtra

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	192	Rs. 1,80,980.00
Financial support from government	-	-
Financial support from other sources (LBW Trust)	250	Rs. 4,62,500.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Canteen: Availability of limited variety of food; Poor service and need for better hygiene
- Railway concessions not being available on time
- Grievances related to office timings for student services

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 have a management Information System

Yes. It is operational from this year for administrative work

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

6.3.1 Curriculum Development

- a. College takes initiative in arranging workshops for syllabus updation and upgradation
- b. Many staff members are BOS members and are encouraged to operationalize their inputs

6.3.2 Teaching and Learning

Staff members are encouraged to attend orientation and refresher courses, seminars and workshops. They are also encouraged to use ICT for information / knowledge delivery and promote interactive learning

6.3.3 Examination and Evaluation

Hall Ticket generation, marks entry and marksheet generation is done through MIS for college level examinations. The second and third year examinations are managed by the university

6.3.4 Research and Development

Financial assistance is provided to staff members for attending International Conferences for paper presentations. Lectures are arranged by experts on research related themes. Teaching staff members are encouraged to take up major and minor research projects by approaching various funding agencies various

6.3.5 Library, ICT and physical infrastructure / instrumentation

Barcoding system completed in the library
MIS installation for students admissions and evaluation completed

6.3.6 Human Resource Management

Nil

6.3.7 Faculty and Staff recruitment

Nil

6.3.8 Industry Interaction / Collaboration

Certificate course in industrial relations and labour laws for M.A. II students in collaboration with Welingkars Institute of Management Studies, Mumbai

6.3.9 Admission of Students

- Staff members visit different school and junior colleges to publicize our degree programmes and generate interest among students which facilitates our enrolment.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	04
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	-	-	Yes	-
Administrative	-	-	Yes	-

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

Calling successful students to interact with present students for motivational talks

6.12 Activities and support from the Parent – Teacher Association

Formal PTA is not formed for Degree college. Teachers interact with parents during the biannual Parents –teachers meetings and give information about college activities and obtain feedback from them.

6.13 Development programmes for support staff

NIL

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

Waste Management Project in collaboration with an NGO

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.

Preparation of policy booklet
Computerized students feedback system (via intranet)

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

Plan of action	Action Taken Report
Planning of activities as per academic calendar	Activities were planned and carried out smoothly as per the calendar.
Taking up new projects in Administrative Quality Circle	Following projects were completed during Administrative Quality Circle:

Plans for increasing number of admissions to various	Implementing plans
Installing MIS	MIS designed and installed for admission procedure; examination conduction; result declaration; obtaining feedback

7.3 Give two Best Practices of the institution (*please refer to the Annexure B*)

- | |
|---|
| <p>i) Preparation of Policy booklet</p> <p>ii) Students Welfare Schemes</p> |
|---|

7.4 Contribution to environmental awareness / protection

- | |
|---|
| <ul style="list-style-type: none"> • Awareness programmes for conservation of resources in collaboration with agencies like TATA Power • Green thumb club is awarded "TATA Power trophy for conducting various activities related to energy saving" |
|---|

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

- | |
|---|
| <p>Preparation of RAR for NAAC 3rd Cycle</p> <p>Planning of academic and co-curricular activities</p> <p>Filling up vacant teaching and non-teaching posts</p> <p>Planning for NAAC sponsored two days national seminar on Benchmarking for HEIs</p> |
|---|

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Annexure A

ACADEMIC CALENDAR

I term: June 10, 2013 to November 2, 2013

Diwali Vacation: November 3, 2013 to November 24, 2013

II term: November 25, 2013 to April 30, 2014

X'mas Vacation: December 25, 2013 to January 1, 2014

MONTHLY SCHEDULE	EVENTS / ACTIVITIES
June	Principal's Meeting with staff members on reopening day followed with a faculty development lecture
July	Seminar in collaboration with Consumer Guidance Society of India on "Rights of Consumers" by commerce department on July 27, 2014
August	University as well as College Orientation programmes for all first year students
	UGC sponsored two days state level seminar on "Design towards a better lifestyle" by Department of Resource Management on August 7 and 8, 2013
	Content analysis and question bank workshop for M. Com. Semester III by Post Graduate Department of Commerce
	Workshop on self defense techniques with Avanti Foundation (NGO)
	Interdisciplinary national seminar on "Issues related to Womens" by Departments of Sociology, Foundation Course and Human Development on August 14, 2013
	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
	Monsoon picnic
	Internal assessments of degree college students
September	Health week by ROTARACT club

	Seminar on “Energy Conservation” in collaboration with TATA Power by Green Thumb Club
	Parents Teachers Meet
	Hindi Diwas celebration by Hindi Department
	Market Fair – Bazar by Post Graduate Department of Commerce
	Seminar on “Human Nutrition and Neurobiology” in collaboration with Nutrition Society of India by Department of Food Science and Nutrition
October	UGC sponsored state level seminar on “Sustainable Infrastructure Development in India” by Economics Department on October 11 and 12, 2013
	Semester examination for degree college students
	Principal’s Meeting with staff members on term ending day
November	Repeater examinations for degree college students
	Principal’s Meeting with staff members on reopening day followed with a Faculty Development Lecture
December	National Seminar on “Gujarati Lokgeet: Paryavarankendri” in collaboration with Zaverchand Meghani Loksahitya Kendra by Gujarati Department
	State level workshop on “Media Vartamaan Paridhrishya” by Hindi Department
	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	UGC sponsored two days National level seminar on “Artificial Intelligence” by BCA department
	Intercollegiate puppet show competition by Human Development Department
	Workshop on communication and listening skills for students

	Students participation M.Com I) in NIIT Quest: Job Fair at Shah and Anchor Kutchi college
	Personality and Aptitude tests for students
	Staff picnic
	Internal assessment for degree college students
February	Visit to Bombay stock exchange by commerce department
	NCC Annual Day
	Parents Teachers Meet
	Repeater examination for degree college students
	Farewell function for final year degree as well as post graduate students
March	College and University level annual examinations
April	Declaration of college level results
	Admissions of second and third year degree college
	Principal's Meeting with staff members on term ending day

Annexure B

Best Practice 1

1. Title of the Practice

Preparation of College Policy Booklet

2. Goal

- To gather and compile handbook giving information on various policies of the institution and to provide guidelines for smooth working of various committees at institutional as well as university level.
- To generate clear understanding regarding rules and regulations governing the employees of the Institution
- To ensure smooth and consistent working of the statutory and non statutory committees to avoid communication gaps

3. The Context

The need of this handbook was felt because of lack of awareness about rules and lack of uniformity in working patterns. Updating booklet to accommodate changes in policies as well as views of the users was a challenging issue. Little difficulties are faced in encouraging use of the booklet in day-to-day working of college activities to achieve smooth functioning along with a good team work

4. The Practice

The booklet is divided into two parts. First part gives information about rules and regulations that govern the day to day working of teaching and non teaching staff members. Eg. Salary structure, leave rules etc. These rules are given by Government of Maharashtra and are applicable to all higher educational institutions. The second part deals with the guidelines for various committees that work for smooth conduction of college activities. These guidelines are institution specific.

The data related to rules and regulations of the college was compiled by referring to government documents published time to time. The guidelines for working of the various committees were formulated according to the practices of the institution. The information given in the booklet will be updated as and when the need arises.

The hard copy of this policy booklet has been made available with all Vice Principals, administrative heads and coordinators. The softcopy of the same is available to all staff members through the Virtual library page of the institution for continuous reference. Additionally, guidelines for working of Individual Committees have been distributed to respective committee incharges. The Policy booklet is a ready reckoner for staff members and for newcomers to this institution.

5. Evidence of Success

- Rules and regulations laid by Government of Maharashtra have been presented in a comprehensive format for ease of understanding.
- This handbook has made staff members aware of their rights and

responsibilities towards the institution

- It has become easy for administrators to take policy decisions
- Clarity, objectivity and transparency in decision making
- Arrangement of various activities in college has become systematic and structured
- Uniformity in almost all aspects of committee workings eg. Budget submission, actual expenditure and record keeping

6. Problems Encountered and Resources Required

- Data collection and consolidation was difficult task due to lack of uniformity in documentation
- There is constant need to encourage the staff to use this ready recknor
- Minimal financial resources are required

Best Practice 2

1. Title of the practice

Welfare Activities to support underprivileged students to pursue higher education

2. Goal: Describe the aim of the practice followed by the institution mention the underlying principles or concepts in about 100 words

Though there has been a phenomenal growth in the number of women enrolled in higher education since independence in India, the percentage of women students from under privileged background pursuing higher education is much lower due to gender discrimination and financial constraints. In order to encourage these students to pursue higher education they need to be provided with financial assistance. Once educated, these women can improve the quality of life both at home and outside home, by encouraging and promoting education of children, especially female children, and in reducing the infant mortality rate.

3. The Context: Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

- Generating funds to provide this kind of financial help in forms of scholarships, assistantships, micro loans is a difficult task.
- Getting efficient man power to work in this area on a voluntary basis or working at nominal pay is another challenge.
- Convincing financially weak but desirous students to utilize financial assistance in the form of loan for pursuing professional courses is a challenge. Further there is a fear of default in repayment.

4. The Practice: Describe the practice and its implementation in about 400 words

Higher education is not the prerogative of only the elite. Our college believes education needs to be made inclusive. Besides financial assistance students also need other basic necessities like meals, medical assistance etc. Hence we have started a number of schemes to help such needy students. Our trust works very hard to raise funds from large hearted philanthropists so that these financial schemes can be sustainable. Some of them are as follows:

- **Interest free micro loans:** Under this scheme, needy students receive interest free loans for pursuing higher technical education or professional courses in our own institute or an outside institute. As the fees of such courses are high the needy students take loans and repay them at the earliest.
- **Mini meals:** Majority of our students are from low-income group or live below the poverty line and cannot afford two meals a day, we have launched the mini meal programme for students who due to financial constraints go to work after college. This programme has not only benefitted them so far as their health is concerned but has shown remarkable improvement in their academic performance
- **Medical aid:** The college has set up a corpus of Rs. 10,00,000 (Rs. Ten Lakhs) and launched the Medical Aid Fund. In this scheme students are provided free medical advice and medicines at a nominal charge of Rs. 10 per person. Further to this regular medical check-ups , various vaccination camps and awareness programmes are arranged for them.
- **Financial support to gifted students:** The college has set up a corpus of Rs. 10,00,000 to promote the gifted students to hone their special talents in academic, sports or creative activities like dramatics, dance, music, drawing etc. by assisting them financially to take professional training and excel in their field.

The interest from the corpus is used to provide financial aid to such needy students.

5. Evidence of success:

- A very large number of students avail the above facilities and have benefitted from them.
- Almost two hundred students avail the mini meal program every day and the programme runs for more than two hundred days per year.
- Around hundred students avail the micro loan facility per year and the repayment rate is also very good. Most of the students who have completed their courses are now well placed in life. Their family income has more than almost doubled as they are well placed in life.
- Many staff members offer voluntary services to make these programmes a success

6. Problems encountered

- Raising funds to sustain these programmes is difficult. The Trust works very hard in raising resources.
- The college has to save on administrative costs by taking help of past students and run the programme successfully.

8. Contact Details

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