

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year

2014-15

### 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

Contact Nos.

022-25123484 / 5439

Name of the Head of the Institution:

Dr. S. Kumudhavalli

Tel. No. with STD Code:

022 2847 1752

Mobile:

88795 01706

Name of the IQAC Co-ordinator:

Ms. Amrita Behel

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	85.50	2003	2002-03 to 2006-2007
2	2 <sup>nd</sup> Cycle	A	3.02	2010	2009-10 to 2014-15

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

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*)

- i. AQAR 2009-2010 submitted to NAAC on 02/06/2010
- ii. AQAR 2010-2011 submitted to NAAC on 16/07/2011
- iii. AQAR 2011-2012 submitted to NAAC on 27/09/2012
- iv. AQAR 2012-2013 submitted to NAAC on 25/11/2013
- v. AQAR 2013-2014 submitted to NAAC on 15/01/2015

#### 1.9 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

1.10 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

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **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/ Stakeholders

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: No.  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 Benchmarking for Higher Education Institutions on June 26 and 27, 2014  
(sponsored by NAAC)

2.14 Significant Activities and contributions made by IQAC

- Development of Benchmarking Tool for Research, Consultancy and Extension
  - Preparation of NAAC RAR for III cycle
  - Forwarding proposal for CPE

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
Organising National level seminar	NAAC sponsored Benchmarking for Higher Education Institutions on June 26 and 27, 2014
Arranging Interdisciplinary activities	ICSSR sponsored two days National seminar on “Landscapes of Aging” on January 30 and 31, 2015
Performing AAA	Completion of AAA for the academic year 2014-2015
Preparation of RAR for NAAC for III cycle	Completion of final draft

*(Please refer Annexure I for the detailed Calendar Activities)*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

- Final draft of RAR for 3rd Cycle prepared
  - NAAC sponsored two days national seminar on Benchmarking for HEIs organised successfully

## Part – B

### 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	Nil	03	06
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	05	Nil
Others	Nil	Nil	03	Nil
<b>Total</b>	03	00	13	06
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS and Core /Elective options are available

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	23
Trimester	NA
Annual	NA

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

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

(Please refer Annexure III for details)

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

Implementation of Modular syllabus for final year, completing the process of adopting revised syllabus.

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	Others
42	19	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
04	02	-	-	-	-	-	-	04	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

15
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42
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-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	32	02
Presented papers	04	09	03
Resource Persons	-	-	-

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

Do-it-Yourself assignments, training in online trading of stocks and shares, educational visits, internships and seminars

2.7 Total No. of actual teaching days

190

during this academic year

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

03
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04
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2.10 Average percentage of attendance of students

85%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.A	21	29	57	14	-	100
M.Com	34	3	68	18	6	95
B.A	84	4	38	39	8	89
B.Com	203	2	21	38	24	85
B.Sc *	45	4	51	6	24	85
BMM	26	8	58	27	7	100
BMS	53	4	51	38	-	93
BCA	60	7	32	22	1	62

\* Ms. Sumaiya Mohammad from Bachelor of Home Science (FSN) secured 5<sup>th</sup> rank in SNDTWU with 78.18% marks. She stood 1<sup>st</sup> in the FSN specialisation in the University.

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

The IQAC obtains detailed information on academic and co-curricular activities from every department through the annual academic audit. The IQAC sub-committee of internal auditors evaluates and discusses the reports with the respective departments. Additionally, feedback obtained from the students through online evaluation of teaching-learning process 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	04
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	01
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 (Short-term courses)	01



#### 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	Nil	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

A research fund has been set up to promote research activities among staff and students.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	Nil	Nil	Nil
Outlay in Rs. Lakhs	9,87,000	Nil	Nil	Nil

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	Nil	Nil	Nil
Outlay in Rs. Lakhs	1,40,000	Nil	Nil	Nil

#### 3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	Nil	08	Nil
Non-Peer Reviewed Journals	Nil	01	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	01	Nil

#### 3.5 Details on Impact factor of publications: Nil

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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	5 Years	Management	--	--
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total				

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	University	College
Number	Nil	02	01	03	23
Sponsoring agencies	NA	NAAC and ICSSR	Maharashtra Centre For Entrepreneurship Development, Department of Industries, GOM	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 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: Nil

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: N.A.

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

JRF  SRF  Project Fellows  Any other

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: 01 (State 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

- Programmes on Gender sensitization and Awareness Programmes
- Comprehensive Village Development Programme
- Annual community outreach programme,
- Sahayog (for school teachers) organised by the department of Psychology

## 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	15	1 media laboratory		16
Seminar Halls	03			03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		High Speed Printer	UGC	2,82,000/-
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Administrative office and library are fully computerized.
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36,452	22,50,696.55	1411	2,16,614.91	37863	24,67,311.46
Reference Books	26,826	29,72,636.75	134	64,365.69	26960	30,37,002.44
e-Books	N-List					
Journals	57	36,786.00	58	39,734.00		
e-Journals	N-List					

Digital Database	Databases subscribed through SNDT Women's University					
CD & Video	81	12,574.00	6	723.00	87	13,297.00
Others (specify)	Nil					

#### 4.4 Technology up gradation (overall)

	Total Computer s	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Other s
Existing	161	3 labs (94 computers)	153	-	01 (9 Comput ers)	23	16	19
Added	69	01 (49 computers)	All	-	-	04	03	11
Total	230	04 (143 computers)	230	-	-	27	19	30

#### 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	23,82,976
ii) Campus Infrastructure and facilities	21,85,587
iii) Equipments	87,700
iv) Others	-
<b>Total :</b>	<b>46,56,263</b>

### Criterion – V

## 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Awareness regarding the available SSS is done routinely via Student Welfare Centre, Admission Committees, notices and display boards
- 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
1900	102	-	-

### (b) No. of students outside the state

08

### (c) No. of international students

-

Men	No	%	Women
	00		

No	%
2002	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1592	151	7	126	-	1876	1627	223	5	147	-	2002

Demand ratio 1:1.25

Dropout % 8.5 (avg.)

## 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

64

## 5.5 No. of students qualified in these examinations: Nil

## 5.6 Details of student counselling and career guidance:

The mentoring system in the college has helped to establish a good student-teacher rapport. Teachers, during regular mentoring sessions counsel the students regarding career choices and dealing with personal and financial problems, sometimes even calling parents for meetings. Special cases are referred to the counseling centre “Sanchetana”, where a professional counselor is available. Personal counseling on one to one basis is provided to help students overcome their problems.

Personal counselling is available for staff and students through our counselling centre, Sanchetana. The full time counsellor of the centre organises regular workshops and interactive sessions on topics such as study skills, coping with examination phobia, stress and anger management, personality development, 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 46 (For personal counseling) and career counseling for all final year students

### 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
-	-	-	12

### 5.8 Details of gender sensitization programmes

Women's Studies, a subject which deals with gender-related issues in detail, is a compulsory course in all disciplines. Regular gender sensitization programmes are conducted by all the departments, NSS, NCC and the Counseling center "Sanchetana". A series of gender sensitization programme which included lectures, street plays, awareness rallies, wall papers, film shows, etc. were arranged this year.

### 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	282	499400
Financial support from government	170	756360
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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: More textbooks were purchased by the library to meet students’ needs.

**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 instil social and cultural values in 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

The administrative MIS is fully functional and programming for academic and co-curricular activities module is in process.

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

6.3.1 Curriculum Development

College takes initiative in arranging workshops for syllabus updation and upgradation. Many staff members are BOS members and contribute towards curriculum development at the University.



### 6.3.2 Teaching and Learning

The feedback provided to the teaching staff members after the Academic Audit has resulted in increased use of ICT and varied teaching methods.

### 6.3.3 Examination and Evaluation

The examination process right from filling up the examination forms to declaration of results is computerized.

### 6.3.4 Research and Development

Research fund created by the college management will be used to fund staff and student research activities, including travelling for international seminar paper presentations.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- A state-of –the-art media laboratory has been developed for the students pursuing the bachelors programme in Mass Media.
- A new computer laboratory has been established.

### 6.3.6 Human Resource Management

- Teaching staff members are continuing with the ‘Self-Unfoldment’ programme of the Chinmaya Mission being conducted in the college premises.
- Administrative audit including audit of library facilities and services has been completed.

### 6.3.7 Faculty and Staff recruitment

- Demonstration lectures followed by interviews was conducted while selecting teaching staff members to be recruited in the degree college.
- Written test was conducted to shortlist candidates for recruiting non-teaching staff.

### 6.3.8 Industry Interaction / Collaboration

Efforts are being made to collaborate with more industries and organizations for student internships, employability skills training and job placements.

### 6.3.9 Admission of Students

Degree college staff members regularly interact with junior college students to orient them to the various degree programmes available in the college.

### 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	IQAC Subcommitte for AAA
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?

Final semester examination question papers for all degree programmes are sent online by the university.

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

The affiliating university does encourage affiliated colleges to become autonomous.

#### 6.11 Activities and support from the Alumni Association

The college invites successful alumni to interact with present students for motivational talks.

#### 6.12 Activities and support from the Parent – Teacher Association

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

Our counselling centre Sanchetana conducted a series of workshops for non-teaching staff. This workshop included modules on Emotional Intelligence, Empathy, Win-Win approach, Team building, Drawing as a form of Emotional Expression, Swot analysis and Johari Window. Twenty staff from library and office attended this workshop and it helped them in their professional and personal lives.

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

A project on Waste Management has been undertaken in collaboration with “Stree Mukti Sanghathana”. A separate area named Waste Management Zone has been created in the campus.

- i. Dry and wet waste is segregated.
- ii. The wet waste is taken to the compost pit for converting into organic manure. The organic manure is used in campus for plants.
- iii. Dry waste is collected by Stree Mukti Sanghathana and recycled papers worth 60% of its value are supplied.

E-waste disposal has been out sourced.

## 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.

**Student Mentoring:** One faculty member is assigned as a mentor to a group of 25 to 50 students. Monthly meetings are held to facilitate student support, academic guidance and to help to deal with personal or emotional problems. Extreme cases are referred to the counseling centre. The students are also encouraged to contact the mentor in case of need. This has had a positive impact on the teacher-student relationship and has improved self-efficacy of the students.

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
Finalization of the RAR for 3 <sup>rd</sup> Cycle	Final draft of RAR for 3rd Cycle prepared
Existing vacancies to be filled	Vacant teaching and non-teaching posts filled
NAAC Sponsored seminar on Benchmarking to be conducted	NAAC sponsored two days national seminar on Benchmarking for HEIs organised successfully in June 2015

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

- Academic and Administrative Audit
- TRISHOOL (Students' Research Paper Presentation Competition)

***(Please refer to Annexure II for details)***

7.4 Contribution to environmental awareness / protection

- College makes continuous efforts to create a green environment through tree plantation drives.
- Regular awareness drives are conducted among the students and in the adopted areas

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**

- Offering few modules online to provide blended learning opportunities
- Strengthen ISR activities
- Submit RAR for the 3<sup>rd</sup> Cycle of accreditation and prepare for NAAC Peer Team visit.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\*\*\_\_\_\_\_

**Annexure I**

**CALENDAR OF ACTIVITIES FOR THE YEAR (2014-2015)**

I Term	-	June 10, 2014 to October 20, 2014
II Term	-	November 10, 2014 to May 1, 2015

<b>Tentative Dates</b>	<b>Events</b>
<b>JULY:</b>	
I week	Faculty wise Orientation Programme for First Year students
II week	G.S. Election
II week	Orientation programme for M.A./M.Com.
IV week	University Orientation for Degree Students
IV week	Sex education programme by Sanchetana for F.Y. students of Sr. College
<b>AUGUST:</b>	
I week	Leadership Training programme for G.Ss & C.Rs
I week	Talent show
II week	a) Literary events b) 1 <sup>st</sup> Internal test
II week	Monsoon picnic
III week	a) Foundation Day b) Orientation Programme of Green Thumb Club.
<b>SEPTEMBER:</b>	
I week	Teachers Day
II week	Parents Teachers' Meet
II week	Hindi Divas

<b>OCTOBER</b>	
III week	c) Semester I for all degree programmes
II week - IV week	University Semester examinations
<b>DECEMBER:</b>	
II week	a) Winter picnic for Sr. College b) Goal c) I Semester exam for M.A./M.Com.
III week	a) Sports Day b) UTSAV
<b>FEBRUARY:</b>	
III week	Internal examinations
IV week	Farewell function
<b>MARCH:</b>	
I week	International Women's Day
III week	University and College Semester Examination
IV week	a) Staff picnic b) Farewell function for P.G. Students
<b>APRIL:</b>	
III week	Declaration of Results

## ANNEXURE II

### Best Practice 1

#### **Academic and Administrative Audit (AAA)**

##### **1. Title of the Practice**

Preparing and using framework for Academic and Administrative Audit (AAA)

##### **2. Goal**

To systematically compile and objectively assess individual and departmental inputs aimed towards institutional improvement and quality sustenance.

##### **3. The Context**

Upgrading academic and administrative processes is a continuous endeavor for the institution. Through brainstorming in IQAC meetings, it was felt that AAA will help us to understand the present status of various institutional processes and identify the gaps. This will guide and direct us to take necessary steps / start new initiatives. It was found that we lacked standardized formats for periodic assessment of academic and administrative units. The sub-committees of IQAC made the formats for both, academic and administrative audit to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs and processes.

##### **4. The Practice**

###### **Step One: Preparation of proforma and criteria for assessment**

###### **a. Preparation of proforma:**

Terms of reference given to the sub-committee to prepare a standardized format were:

- Define the focus areas in academic and administrative processes
- Identify the procedures used by departments in each of the these areas

A detailed proforma of 25 pages was prepared which included department profile, students' profile, workload, research details and teaching and evaluation processes.

###### **Information regarding Teaching Process included the following:**

- Teachers' orientation to handle curriculum
- Planning of curriculum transaction
- Efforts made to develop and improve their academic / professional competency
- Academic calendar for internal and external exam schedule and co-curricular activity
- Teaching methods / ICT / teaching aids used
- Mechanisms used to keep pace with recent developments
- Student feedback evaluation system

###### **Details of evaluation process included the following:**

- Methods adopted by teachers
- Objectivity / Effectiveness of evaluation system
- Mechanism adopted to communicate progress of students to parents, addressing evaluation related grievances
- Analysis of student's results



The proforma also has provision for assessment of teachers by vice principal, principal and management as applicable for qualification, punctuality, regularity, accountability etc.

Proforma for Administrative departments includes information related to different sections handling admissions, examinations, stores, maintenance, accounts, salary, appointments, promotions, administration, and scholarships. Library and laboratories audit proforma included details of timings, various facilities / services provided and administration, etc.

#### **b. Finalizing the criteria for analysis**

A total score of 100 is divided between five criteria. Weightages are assigned to key indicators in each criterion to have an objective audit.

#### **Step Two: Data Collection**

Staff members were informed about the need for the audit and the proforma to be used for the same. They were expected to submit the duly filled in proforma to respective heads of the departments within stipulated time period.

#### **Step Three: Evaluation**

Internal audit team consisting of three senior faculty members evaluated the departments on the basis of inputs given. The team made appropriate recommendations for continuous improvement of the processes and procedures used for quality assurance and enhancement. External audit will be done in the near future.

#### **5. Evidence of Success:**

The exercise of undergoing AAA has resulted in critical, objective and introspective assessment of present status of the departments and areas that need improvement. It has created a stimulating environment, enthusing the staff to engage in quality academic pursuits. Sharing of information between the departments has generated awareness regarding the plethora of effective teaching methods and variety of activities that can be conducted. Data compilation for the audit brought in systematic documentation by the staff members. The objective and realistic recommendations were well accepted by both academic and administrative staff and there is eagerness to comply with the same. This endeavor which started with skepticism concluded with the staff feeling satisfied and ready to accept the evaluation positively.

#### **6. Problems Encountered and Resources Required:**

There was initial resistance from staff as they felt that the exercise was futile and time-consuming. The proforma was lengthy and took longer time for data collection and compilation. To address those problems the dates for submission were extended.

### **Best Practice 2**

#### **TRISHOOL - Research Convention for Undergraduate Students of Psychology**

##### **1. Title of the Practice**

Students' Research Paper Presentation Competition through an intercollegiate Research Convention

##### **3. Goal**

The primary goal of the intercollegiate research convention 'TRISHOOL, is the development of a

spirit of enquiry and scientific temper in our students. Such activities also aid better knowledge retention, develop in them a quest to pursue higher education in their respective fields and boost their self-confidence.

### **3. The Context**

In view of the current scenario of higher education, the need to pursue research activities was greatly felt by the Department of Psychology in our college. Research aptitude development can make the foundation of knowledge stronger, enhance various soft and technical skills like effective communication, enhanced use of ICT in learning. If these efforts are taken for the younger generation, it will definitely be beneficial in their career advancement. Hence, to promote research aptitude among students, the department initiated the research convention 'TRISHOOL'.

### **4. The Practice**

The convention is organized on a specific theme every year as suggested by the participants. The theme for the year 2014-15 was 'Psychology and the Consumer'. The psychology students from various colleges are invited to present an empirical study carried out in the last three months on the specified theme. On an average, 10-12 teams from different colleges participate in the convention every year. Each team presents their research paper in a stipulated time. The presentation is followed by a question-answer session by the judges and the participating delegates. The teams are evaluated by the judges on the basis of the clarity of the concept, the methodology of the study, tools used for data collection, and their presentation skills. The winning teams are given cash prizes and certificates and others are given certificates of participation.

### **5. Evidence of Success:**

The convention is highly appreciated by the experts who are invited as judges. The number of participating teams has gradually increased over the years with teams from the same colleges participating regularly. The colleges and their students have expressed their satisfaction over the objective evaluation of the projects and the platform it provides to the students.

### **6. Problems Encountered and Resources Required:**

Providing facilities for accommodation and travel to outstation participants restricts the department from organizing the convention at the state level

### **8. Contact Details**

Name of the Principal: Dr. S. Kumudhavalli

Name of the Institution: Smt. P. N. Doshi Women's College

City: Ghatkopar (W), Mumbai

Pin Code: 400 086

Accredited Status: Reaccredited "A" grade

Work Phone: 02225135439 / 25123484

Fax: 022 25094065

Website: [www.spndoshicollege.com](http://www.spndoshicollege.com)

E-mail: [principalspndoshi@gmail.com](mailto:principalspndoshi@gmail.com)

Mobile: 08879501706

### **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 feedback were:

- Poor use of ICT in teaching learning
- Involvement in co-curricular and extra-curricular activities

However, the students have graded highly the relationship between staff and students and the mentoring process.

