SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

B. M. RUIA GIRLS' COLLEGE

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400007
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

B.M.Ruia Girls'College is affiliated to S.N.D.T University was established by Marwari Sammelan in the year 1958 to promote girls education. The commitment, dedication and support of the members of Marwari Sammelan enabled the institution to sustain and grow. Marwari Sammelan has also established a degree college, Sitaram Deora Institution of Management Studies, two schools - Sitaram Poddar Balika Vidyalaya; Savitri Devi Hariram Agarwal International School and Junior College. B,M.Ruia Girls College received permanent affiliation from SNDT University in June 1979 .The College believes in a judicious blend of the traditional and the modern values, an amalgam of academics and extra -curricular engagements to shape each student into a confident, dignified and responsible human being. The institution is located in South Mumbai posh residential area and caters to students belonging to a wide range of socio-economic background, from lower middle class first time learners to upper middle class .

The college offers three undergraduate programmes:

1. B.A – Hindi Medium (specializations offered – Hindi, Economics and Sociology) aided
2. B.Com – English Medium (specializations offered – Financial Accounting and Auditing ; Banking and Finance) aided
3. B.M.S – English Medium (unaided)

The college also offers two postgraduate programmes (unaided)

1. M. Com (Specialization- Advanced Management Accounting & Auditing; Human Resource Management)

2. M.A in Economics

The institution is concerned with the overall personality development of students so it provides a wide range of co-curricular and extra- curricular activities and competitions. The carefully selected activities focus on the entire gamut of development of learners in a cohesive manner. The students from varied economic background are provided with opportunities to develop their skills by giving them counselling, coaching and training in skill development activities entirely free of charges. Moreover, personality development, Spoken English, training in income generating activities, visits to SEBI, BSE, etc. are conducted without any charges. The institution also hosts a number of knowledge enhancing activities such as seminars, workshops, faculty development programmes, career development programmes, educational visits, lectures by prominent personalities, etc. throughout the year.

Vision

Vision: Empowerment and enlightenment of women by envisaging their aspirations in the light of wisdom.

Mission

Empowerment of women through academic excellence, promotion of the National language Hindi, cultural awareness and contribution towards nation building.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strengths:

- Transparent and Proactive Management
- Good faculty retention
- Excellent faculty – student rapport
- Well qualified faculty
- Good academic environment due to dedicated faculty
- Placement opportunities
- Active research and good number of publications
- Regular revision of curriculum of the affiliated University, SNDT Women's University
- e- learning resources available

Institutional Weakness

Weaknesses:

Space constraints

Procedural delay at the level of statutory bodies towards space enhancement.

Institutional Opportunity

Opportunities:

- scope for more programmes - B.A in Education to cater to the needs of local demand.
- Strengthening placements to students

Institutional Challenge

Challenges:

- Establishment of Centre of Excellence
- Attracting grants from funding agencies
- Increase in number of classrooms

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

CRITERION I : CURRICULAR APECTS

The College is permanently affiliated to the S.N.D.T. University and adheres to the curriculum as outlined in the syllabus designed by the University. Many faculty members are on the Board of Studies and hence contribute beneficially towards curriculum development. Content analysis and Curriculum enhancement workshops are conducted in the college for the faculty of affiliated colleges of S.N.D.T. Women's University. The college has also devised certain bridge courses (Economics) and remedial courses (English and Maths) to overcome the constraints of the syllabi designed by the University.

The institution ensures effective curriculum delivery through a well- planned and documented process. Lesson plans, academic calendar inclusive of bridge courses, film screenings, power point presentation, competitionsand inter disciplinary activities are all planned at the beginning of each semester.To make the curriculum more effective our college conducts various, Value added programmes, seminars, workshops, conferences and Industrial visits. Short term certificate courses are conducted to bridge the gap between Academia and Industry and also to inculcate various skills among students to increase their employability and entrepreneurship. The Placement Cell of the college organises awareness lectures, placement drives, visits, training programmes, group discussions, etc. on a regular basis.

The teaching-learning process being dynamic, the college has made available facilities such as LCD projectors and laptops when required for the departments.

An active feedback system is maintained and appropriate action is taken after identifying the problem.

Teaching-learning and Evaluation

CRITERION II : TEACHING LEARNING AND EVALUATION

B.M.Ruia Girls' College follows a systematic and transparent admission process complying with all the norms of the affiliated S.N.D.T University. The college creates awareness about its courses through print, electronic media and also through alumni and orientation to Junior college students of other institutions.

To enhance the learning process of students the institution adopts students-centric methods. Students are encouraged to go beyond syllabus by active involvement in knowledge enhancing activities, such as participation in seminars, competitions, research, educational visits, projects, internships, etc. Students are motivated to use the digital resources, available in the library to enrich their knowledge. Slow learners are given individual mentoring and coaching whenever required.

'Teacher quality' is maintained by encouraging teachers to do research and participate in seminars and conferences. Professional growth is encouraged by motivating faculty to present and publish research papers in reputed journals and books. Feedback is taken from the students to assess teaching learning process and appropriate action is accordingly taken.

College has well established and defined processes pertaining to evaluation. Internal examinations are conducted taking into consideration the PSOs and Cos as outlined in the syllabi. Students are assessed through a variety of approaches i.e. online tests using google forms, power point presentations individually/ group, role play, trade fairs, projects, assignments, etc. along the written test.Student satisfaction survey is taken at the end of the each semester to identify the strengths of teaching as well as scope of possible improvement.

Research, Innovations and Extension

Criterion III : Research, Innovations And Extension

The college motivates and encourages research activities by organising National and State level seminars. Faculty is encouraged to participate in seminars, workshops and to write and publish research papers in reputed journals. They are also encouraged to pursue research and undertake research projects. During the last five years four faculty members have completed their Ph.D's and one M.Phil degree. Three are still pursuing their Ph.D. The college has a research cell which conducts research competitions for students at college and intercollege level.Post graduate students are guided in preparing their research projects. The college has published four ISBN volumes since 2013-14 and the faculty has published ----- research papers in ISSN journals and --- research articles in ---- in various National and International Publications.

Extension activities of the college are conducted by the NSS Cell in the community and also in the adopted areas. Annual NSS camp is organised to conduct social activities for developing sensitivities towards community issues, gender disparities, social inequity etc. and in inculcating values and commitment to society. The NSS unit collaborates with NGO's and Institutions such as Blue Ribbon Movement, Lodha Foundation, Karma, Rotary Club, Lions Club, Kaivalydhama Yoga Institute, Vivekananda Kendra, Brahmakumari, Bombay Sarvodaya Mandal, Indian Coast Guard, BMC, etc.to create awareness about health and civic issues. Visits are organised to old-age homes, orphanages, corporate sectors, etc. and field surveys on health and sanitation in the adopted area are organized,to make the students practically aware of the various concerns and attain a more realistic perspective and also to expand their scope of learning experiences.

Infrastructure and Learning Resources

Criterion IV - Infrastructure and Learning Resources

The college provides adequate infrastructure facilities which are essential to maintain academic quality and also to meet the daily functional needs of the institution. Physical facilities for curricular and co-curricular activities includes, classrooms of which are equipped with multimedia teaching aids, which are regularly used for presentations, seminars, screening movies, etc.

The college provides facilities for extracurricular activities like sports, outdoor and indoor games, NSS, NCC, soft skills, Yoga and Cultural activities. Theother supportive facilities on the campus such as library, two computer labs, gymnasium, canteen, counselling room and common room are developed to contribute to the

effective ambience for curricular, extra- curricular and administrative activities. College has sought permission from BMC to use the nearby August Kranti Maidan Gowalia Tank, *Grant Road*, for conducting Sports Activities. Coaching is provided to students free of charge in chess, badminton, cricket, Yoga, dance, singing, acting, etc.

The college has a well- equipped library which has a substantial collection of books, journals and other learning materials, e-resources through SNDT University, N-List (Inflibnet). The Library is automated with SLIM21 Library Management software and OPAC (Online Public access catalogue).The college library has its own website which offers links to several open access resources. Our faculty and students have access to US Consulate, SNDT Women's University and Shivkumar Bhuvalka Pustakalay.

College Development Committee allocates appropriate budget for maintenance of infrastructure,annual maintenance facilityfor gymnasium, computers, lift, air conditioners, etc. are available. U.G.C funds are utilised for renovation and repair of the institutional structure.

Student Support and Progression

Criterion V : Student Support And Progression

Student support and progression is facilitated through Students Council, Placement Cell, Grievance Redressal Cell, Counselling Cell and welfare measures. The institution provides certain facilities like payment of fees in installments, financial assistance in the form of scholarships, Government free ships, etc. for financially weak students. Slow learners are supported through personal guidance by teachers. Bridge courses in Mathematics, remedial courses in English and value added courses are also provided. Workshops are conducted for soft skills development, aptitude training, career orientation programs are offered. Educational visits are arranged for students to give them industry exposure. Every year students are taken on educational visits to Bombay Stock Exchange, RBI Monetary Museum, SEBI, etc. They are also taken to factories, old age homes, orphanages, environmental awareness visits. Various collegiate and inter collegiate competitions are organized for interactive participation of students. Students are motivated to participate in co-curricular and extra - curricular activities and provided with training and practice free of cost. It facilitates students' participation in various activities which enables them to develop their skills and competencies. Students are guided and personally coached for intercollegiate competitions conducted by other colleges.

The college has an active Alumni Association which meets twice annually and share their experiences, andentrepreneurship skills.Those who are employed, communicate to faculty members, if any vacancies available in their respective institutions and also recommend students of the college for placement. The alumni is accessible through various social media through which all the relevant information is shared.

Governance, Leadership and Management

Criterion VI : Governance, Leadership And Management

The college Management takes appropriate measures to co-ordinate the academic and administrative planning and implementation. The academic and administrative responsibilities are shared by the Principal, Academic in charge and Cultural in charge, it endorses team work governed by the principles of participation and transparency. The college also functions through various committees such as Academic, Admission &

Examination Committee, Students Welfare Committee, Quality Assurance Cell, Cultural Committee, NSS, NCC, Sports, Career Guidance & Placement, Black List Committee, Parent Teacher Association, Anti Ragging, Internal complaints Committee, Counselling Cell, Library Committee, Research, Hindi, English, Multi-Media Club, Environment Club, Women Development Cell, Disaster Management Cell.

The Internal Quality Assurance Cell (IQAC) contributes towards quality enhancement. Academic activities and professional development programs are planned at the beginning of the academic year. IQAC carefully and meticulously assesses the timely submitted Examination questions papers, assessed answer papers, projects, assignments, lesson plans, departmental academic activities, seminars, workshops, programmes, etc.

Faculty is encouraged to upgrade their professional competence and annual performance appraisal, API forms are submitted by them at the end of the academic year.

The Internal Quality Assurance System monitors the academic and administrative excellence in a planned and systemic manner. It takes care of the budgeting and mobilization of resources for college development. The finances of institution are optimally allocatedand efficiently utilized by proper budgeting system. The institute conducted periodic internal and external audit to ensure appropriate financial management. Structural Audit and Electric Audit were also conducted.

Institutional Values and Best Practices

Criterion VII : Institutional Values And Best Practices

The college makes conscious efforts to implement innovations and best practices. The college is located in a crowded residential area, with plenty of tress in the lanes, yet the college conducts tree plantation drives and students are assigned the responsibility of maintaining them. The college creates awareness about energy conservation by conducting various activities. Green audit was conducted, most of the bulbs were replaced with energy saving LED lights. Computers, lights, fans are always switched off when not used. The institution displays sensitivity to environmental issues by conducting lectures, poster painting competitions and visits to nature parks.The college practices environmental friendly measures like zero usage of plastic, waste management, e- waste management, making paper bags from waste paper, making cloth bags and folders from waste materials, information circulated through electronic media, printing on both sides of paper,felicitation of guest by presenting saplings, etc.

The institution adopts several measures to reach out to the differently abled, Divyangjan students, individual attention, personal guidance and counselling. As a result the Divyangjan students of the college have got excellent results and some have pursued higher education and careers. Moreover, free counseling is provided to students and their parents as and when necessary.

The two best practices of college that have created a positive impact are; i. Shaping communities through extension activities ii. Youth empowerment through education and skill development. Special concern for students who are financially weak, married, young mothers and overburdened with with domestic responsibilities. Awareness of social responsibility, another best practice of the institution is tirelessly adopted.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	B. M. RUIA GIRLS' COLLEGE
Address	Krishna Kunj, Vachha Gandhi Road, Gamdevi
City	MUMBAI
State	Maharashtra
Pin	400007
Website	www.bmrgirlscollege.com

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Santosh Kaul Kak	091-9819762337	8422930956	-	023.bmrgirlscollege@gmail.com
IQAC Coordinator	Renuka Devi Jena	091-8779000268	9867344887	-	renukajena3@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority Institution letter and rights merged.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Linguistic
Any Other	

Establishment Details	
Date of establishment of the college	01-07-1958

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	Smt. Nathibai Damodar Thackersey Women's University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	30-04-2011	View Document
12B of UGC	30-04-2011	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Krishna Kunj, Vachha Gandhi Road, Gamdevi	Urban	0.205831	832.9687

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Economics	36	XII Pass	Hindi	40	11
UG	BA,Hindi	36	XII Pass	Hindi	40	23
UG	BA,Sociology	36	XII Pass	Hindi	40	18
UG	BCom,Commerce	36	XII Pass	English	120	81
UG	BMS,Management	36	XII Pass	English	60	19
PG	MA,Economics	24	Graduation	English,Hindi	40	5
PG	MCom,Commerce	24	Graduation	English	40	31

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				4				12
Recruited	0	0	0	0	0	4	0	4	3	8	0	11
Yet to Recruit				0				0				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				4
Recruited	0	0	0	0	0	0	0	0	0	4	0	4
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				13
Recruited	9	3	0	12
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	3	0	1	5	0	9
M.Phil.	0	0	0	0	1	0	0	1	0	2
PG	0	0	0	0	0	0	2	2	0	4

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	3	0	3

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	5	0	5

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	374	5	0	0	379
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	52	0	0	0	52
	Others	0	0	0	0	0

NAAC

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	0	0	0
	Female	30	25	18	17
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	1	1	3
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	39	26	39	27
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	355	373	364	399
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	6	12	7	5
	Others	0	0	0	0
Total		431	437	429	451

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 354

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	7	7	7

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
431	437	429	451	414

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
76	64	65	52	57

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
144	143	101	148	140

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	17	18	18	17

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	19	19	19	18

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 16

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
22.30	19.35	22.63	21.40	21.46

Number of computers

Response: 46

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The College is a minority institution, affiliated to the S.N.D.T. Women's University and adheres to the curriculum as outlined in the syllabus designed by the University. An effective implementation of the curriculum from the syllabus to the classroom is possible only through effective planning. The College meticulously develops action plans taking into note the objectives of the curriculum and infrastructure available.

At the beginning of the academic year, the Principal conducts meetings with the department heads and faculty to plan and ensure effective and timely implementation of the curriculum. The faculty is instructed to maintain teaching plans semester wise. Subsequently the individual departments hold regular meetings to ensure effective implementation of the lesson plan. Department calendars (activities and departmental competitions) are also prepared for the academic year.

Academic Calendar is prepared by incorporating the plans of all the departments and committees and faculty members are briefed about it. The academic plan is transitioned into action effectively through lectures, presentations, assignments, seminars, workshops and discussions. Principal and the Examination Committee plan the dates of internal tests, submission of question papers and submission of assessed answer papers. Further, as a review mechanism, departmental meetings and feedback mechanism ensures changes to the action plan, if any, are done on a timely and need oriented basis.

The faculty members are encouraged to modify the method of teaching to accommodate different types of learners who learn at a different pace. Classroom teaching and tutorial guidance, bridge and remedial courses are utilized to the fullest extent to achieve the learning objectives.

The teaching-learning process being dynamic, the college has made newer techniques available to both the teacher as well as the learner so as to make the process of imparting knowledge more challenging and in keeping with the emerging global needs. It has made available facilities such as LCD projectors and laptops when required for the departments. Inter-disciplinary activities in teaching and research, workshops and seminars are conducted.

Innovative evaluation process is to gauge the knowledge and skills acquired at various levels of the programme. Interactive instructional techniques such as interviews, group discussion, debates, projects, presentations, internship and application of ICT resources are used to evaluate the performance of students. Qualitative dimensions of evaluation process is used for enhancing the competence of students

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 45.45

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	1	0	0	2

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 44.35

1.2.1.1 How many new courses are introduced within the last five years

Response: 157

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 85.71

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 6

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 58.31

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
196	173	341	308	243

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

UGC Certificate Course in Human Rights

This course is meant to sensitize people about the issues relating to Human Rights. The main objective of the program is to sensitize the learner about Human Rights issues and develop basic understanding of Human Rights and their enforcement. The course includes lectures, seminars, workshops, film shows, discussions, projects, case study etc. The UGC certificate course in Human Rights is open to students, working professionals in the corporate sectors, primary school teachers, NGO functionaries, housewives, etc. Total course duration is 62 hours.

UGC Certificate Course in Promotion of Ethics & Human Values

This course is meant to create awareness and commitment to human values for improving the quality of life through education. The main objective of the program is to help and encourage students to understand the core values of human life with reference to the individuals, families, communities, nation and human society. The course includes lectures, seminars, workshops, film screening, book review, visits, projects, presentations etc. The course is designed in student centric manner. Total course duration is 62 hours.

Gender Sensitivity

The NSS Unit of the college along with the other Departments of the college in association with government and NGOs, regularly organizes Guest lectures, Workshops, Seminars, movie screenings, group discussions,power point presentations, self-defense programmes, 'Young Women Leadership Programme', competitions,street play and awareness programmes relating to Gender issues.The students also participate in rally on gender sensitization. UGC Sponsored Two Day National Level Seminar on 'Genderand Nutrition' was organized on 27-28 September, 2013.The Research Cell conducted College level competitions and Inter-Collegiate Research Paper Presentation Competition on 'Women and Media'.The Internal Complaints Committee conducted awareness programme on "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in association with Maharashtra State Commission**.**

Environment sustainability

Tree Plantation Programmes, Cleanliness Awareness Programmes in the college premises and surrounding areas, Community Awareness programmes, Group Discussions, Movie screening,Rally, Nature Trails to Sanjay Gandhi National Park, Mahim Nature Park, Byculla Zoo, Hanging Garden, Chowpatty, etc.are conducted regularly. Projects and assignments based on Environment are given to students thus integrating in the curriculum. Elocutions, Poster Painting Competitions, Essay writing and Power point presentation competitions are regularly conducted. U.G.C. Sponsored Two Day National Level Seminar on 'Investing in a Sustainable Future: Integrating Environmental, Social and Governance Factors' was organized on 24-25 April, 2015.

Professional Ethics

Code on Professional Ethics is displayed on college website.

Workshops on Personality development, grooming, Interview skills, Employability Skills Training,

Leadership Training, Skill DevelopmentCourses are regularly conducted.

Certificate Course ‘Intel Technology and Entrepreneurship Certificate Course’, and ‘Bombay Stock ExchangeSub-Brokers Programme’, were organized. Industrial and Field Visits to factories and financial institutions are organized.

Internship is compulsory for M.ComII and M.A II students in Semester IV which is integrated in the curriculum.

File Description	Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 16

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 16

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 3.48

1.3.3.1 Number of students undertaking field projects or internships

Response: 15

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.43

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	06	10	6	04

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 45.89

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
184	151	202	204	131

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
380	380	380	380	380

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 35.14

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	15	25	22	19

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

B.M.Ruia Girls College adopts a strategic policy to identify of Slow and Advanced Learners

1. The Admission Committee segregates students at the time of admission into the following categories-

Above 75% Advanced Learners

60% - 75% Above average learners

50% - 60% Average learners

35% - 50% Slow Learners

Students with multiple marks sheet are to be specially assisted by faculty so that they are able to pick up their learning speed.

2. The report is submitted to IQAC - a systematic programme is designed

3. The IQAC submits the action plan to CDC. This action plan states various measures to provide additional help to learners with different speed of learning.

4. The CDC submits it the Management and subsequently action plan is executed by faculty members

Assistance to Slow learners

- Slow learners are assisted by way of re-explaining of critical topics.
- They are encouraged to work harder to improve their examination scores.
- They are provided with additional guidance to complete their Assignments and Projects for Internal Assessment.
- Assistance to slow learners is focused on fulfillment of course objectives.

- **Remedial Coaching**
- **Bridge Course for TYBA (Economics) Sem VI (Additional Information uploaded in a fileas "Any Additional Information"**

- Compulsory and Free Bridge Course in Elementary Arithmetic is offered in the beginning of Semester VI.
- This course equips them to regain their basic arithmetic skills which have not been revised after passing the SSC examination.
- Students are helped to be able to confidently use calculator for basic calculations.,
- Bridge course "Elementary Quantitative Techniques for Economics".

- **Assistance to Advanced Learners**
- Advanced learners are encouraged by simulative classroom teaching.
- They are encouraged to ask questions or read better material.
- Advanced Learners of UG and PG courses are encouraged to use library and N-List sources to stimulate their reading related to the course.
- Faculty provides links of the reading or audio-video material, provided on WhatsApp as additional resources to provide better learning opportunities to advanced learners, e.g., links to latest published articles from business news papers or magazines like The Economist. These resources enable students to relate their theoretical knowledge acqiured during the course, with contemporary life.
- Stimulative Assignments and Projects for Internal Assessment are used :
    1. to improve understanding;
    2. communication skills; and
    3. computer skills, of the advanced learners.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 22.68

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.23

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Experiential learning

- Post graduate students are assigned teaching assistant work to teach 11th and 12th standard students, so as to provide them academic experience.
- Students are given the responsibility of organizing different activities such as trade fair, talent show, NSS camp activities, co-curricular activities, etc. to help them develop management skills.
- Experts from industry are invited to share their experience with students it gives them an idea of actual job scenario.
- Internships are integrated into the MA (Economics) and M Com programmes.
- Field visits and industrial visits are organised to enable students to experience the working of professional organisations and factories.
- Students Participate in extra-curricular activities like NSS, NCC, Cultural, Sports, Fine arts, Music, Dance, Yoga and other competitions. These opportunities provide a chance to develop skills like interactive learning, collaborative learning and independent learning among students.

Participative learning

- Students are given projects and assignments on academically relevant topics, individually and in groups. It helps them in reflective thinking and problem solving.
- Students are instructed to undertake case study analysis which leads to participative learning.
- Field visits and industry visits are organized to provide them practical knowledge.
- Role Play, analysis of budget, financial statements, Auditors Report, Trade Fair participation, etc. enables participative learning in students.

Problem solving methodologies

- The college adopts problem solving methodologies by assigning challenging assignments, competitions and quizzes.
- Coaching and mentoring is provided to weak and slow learners.

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 18

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 26.94

2.3.3.1 Number of mentors

Response: 16

2.3.4 Innovation and creativity in teaching-learning

Response:

B.M.Ruia Girls' College nurtures critical thinking, creativity and scientific temper of students by organizing various activities:

- Student seminars, quiz, debates, self- composed poetry competitions, group discussions, role play, etc. are conducted in the college.
- Teachers ensure that assignments and projects given to the students stimulate critical thinking.
- Teachers use information technology to assist teaching and learning in class - use of audio- video material appropriate for the topic is played for students in the class
- Teachers use modern social media like WhatsApp to provide study material to students or to send links of audio or video or text or audio-visual material as additional learning material
- The college faculty encourages and guides students to participate in seminars, debates, elocution, essay writing competitions conducted by other colleges.
- Students are also encouraged to make presentations in class in all courses.
- Research Cell conducts research paper presentation competition for students at collegiate and intercollegiate level on current women's issues.
- Self- composed poetry competition is organised every year by Hindi Department during the celebration of Hindi Diwas week.
- Industrial visits and field trips are organised for students which enable the students to get a feel of the real world and these facilitate classroom learning.

- Conceptualising and making advertisements to cultivate creative thinking is assigned to the students in Advertisement subject.
- Advertizing Quiz is conducted by Commerce Department in which students knowledge was tested with the help of Multiple Choice Questions, Logo Identification, Jingles & Advertisements.
- Promo Marketing is conducted by Commerce Department. The students are encouraged to make videos, flyers, posters, charts and write-up on the college history, courses offered, infrastructure, facilities, etc.
- Students of SY and TYBCom do basic calculations and prepare appropriate graphs to write the analysis of economic data, using Excel or spreadsheet during their Economics projects.
- Educational visits to SEBI, US Consulate, Bombay stock Exchange, etc. helps students to interact with experts.
- Field visits to rural areas e.g., Yusuf Meharali Centre or Saguna Bag help students to get an idea of ruarl infrastructure compared to urban infrastructure.
- Students were encouraged to enroll for subject related SWAYAM Courses. B.Com I students enrolled for Basics of Management, B.Com II for Advertising and B.Com III for Fundamentals of Banking and Insurance.
- Mehendi, poster painting, T shirt painting, Collage, Rangoli, etc. competitions are held at inter collegiate level by the institution to encourage students' creativity.
- Best out of waste competitions to promote creativity.
- Showcasing of creative marketing skills through Trade Fair, *Unnati* is an annual event of college.
- BMS students participate in workshop on 'Blog Creation on Digital Awareness', it helps in enhancing their critical thinking.
- Skill development workshops and short term courses for Entrepreneurship awareness

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 97.95

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 49.93

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	9	10	8	7

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 12.72

2.4.3.1 Total experience of full-time teachers

Response: 229

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 5.68

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

One of the major components of our education system is examination. Academic and examination committee of the college has been constituted to suggest reforms in education in general and examination in particular. The college has introduced certain reforms in the process of conducting internal examination, administration and evaluation. The ratio of weightage for CIE is 25% for undergraduate courses and 50% for post graduate courses.

In order to increase transparency and accountability in the evaluation process the institution has devised a mechanism of conducting two internal exams every semester carrying 15 marks each for undergraduate courses, the highest marks scored by the student in any of the two exams will be considered. This also paves way for the entire syllabus to be successfully completed by the end of each semester enabling the students to be well equipped to face the external examination which has a weightage of 75%. The answer scripts are given back to students after evaluation for their benefit which further increases transparency. It also helps the faculty identify students who are academically weak.

Apart from conducting internal exams the institution has also conducts evaluation for 10 marks which comprises of tests, quizzes, home assignments, group discussions, survey studies, field visits, power point presentations etc.This comprehensive internal evaluation is the total responsibility of teachers teaching the course.

At the post graduate level where 50% weightage is given to students for CIE the reforms in evaluation comprises of survey studies, research paper presentations, case studies, power point presentations, group discussions etc. Continuous assessment being an important component of semester system, it encourages the students to work systematically throughout the course. This also increases rapport and relationship between the teacher and the students.

Thus the entire process of evaluation is carefully planned and shared with the students from the very beginning of the semester. It also provides more opportunities to the teacher to get feedback as to the

progress of their students and apply mid course correction if necessary. Thus the reforms introduced by the institution not only tests the competency of the students but it is also student friendly and student centered.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Mechanism for internal assessment is transparent and robust in terms of frequency and variety. IQAC monitors all the internal assessments of all courses across all programmes in college. IQAC, in association with the heads of the departments, monitors that question papers are set by the teachers well in advance and that they are acceptable tools to evaluate learning among students.

These internal assessments prepare students for their external examinations. Internal assessments which are projects or assignment, presentation based, equip the students to acquire some of the employability skills in higher education, e.g., basic statistical calculations, use of information technology, team working, effective organisation and time management for submission of the project within given timeline.

Internal assessments are conducted formally three times in each semester. Two internal tests of 15 marks each are conducted and for the remaining 10 marks the teacher can make use of varieties of innovative assessment techniques such as quizzes, home assignments, group discussions, survey studies, field visits, power point presentations, online test, etc.

Assessed answer scripts of internal tests are shown to students by the course teacher so that students can go through them to get adequate feedback from teachers. Students can discuss with the concerned teacher discrepancy, if any, which is rectified immediately. Students are also given instructions by teachers to improve their performance in future.

Following variety of assessment is provided during internal assesment tests conducted in college:

1. Subjective type questions
2. Mix of objective and subjective questions
3. Assignments, Projects to be submitted in writing
4. PPTs and presentation in class or viva
5. Online assessment (conducted by 2 faculties, links of Online

Tests prepared by faculty using google forms have been given in "Any additional information".

After the internal marks of the online tests are submitted by the faculty in college, a week befor the external exam, the same online test can be used by students for quic recall and revision purpose. At that time students can not only see their score but also the correct answer.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

College has well established and defined processes pertaining to evaluation - grievances redressal. These processes based on the type of grievance are – Internal and External Assessment marks evaluation - Such grievances are referred to the Examination Department. Concerned subject teaching faculty looks into grievance. Class test, and Internal examinations evaluations - The complaints of such examination evaluations are resolved by respective subject teacher and Examination department. Students feedback, complaints and suggestions are incorporated while deciding dates for internal exams and projects and assignments.

The queries and compliant about this evaluation for University exams are recorded by examination section of the college and submitted to University by email and letters for corrective action. These corrective actions are normally re-evaluation, re-checking, providing photocopy of answer sheet to the student etc. At University level and College level students can apply for verification, revaluation and for photocopy of answer book. The University reply is communicated to the respective department and to the student by the office staff within stipulated time period.

Examinations: IQAC monitors the conduct of all the examinations - internal and external, in association with Examination Commettee. The effective implementation of examinations is ensured by way of display of examination timetable, appointment of eligible internal supervisors and use of CCTV cameras for monitoring of examinations.Junior supervisors are appointed for invigilation. Senior supervisor monitors and sees that the whole examination process is conducted in fair and transparent manner. During examination Principal and Examination Supervisor make surprise visit in the examination hall.

Dates are given to faculty for Submission of Internal and External Exam question papers, Assessment Marks, Defaulters List, etc.

The Principal conducts meeting with all the faculty before the commencement of University Exams and every semester examination for the smooth conduct/implementation of examination rules, where suggestions on various aspects of examination and evaluation based upon the previous examinations are incorporated. This enables further improvement in the subsequent examination and evaluation. Conducting a Result meeting of all faculty members at the end of the semester examination are conducted where Grace marks and result is discussed. Regular updates about University norms are informed regularly to the faculty

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Continuous Internal Evaluation is a very important component of Teaching, Learning and Evaluation process in college. Academic Calendar strictly follows the schedule of regular Internal Assessment to fulfil the following University norms:

Programme	Internal Assessment	External Assessment	Total Marks	Passing Norms for Internal	Passing Norms for External
B A	25	75	100	9 /25	26 /75
B Com	25	75	100	9 /25	26 /75
B M S	25	75	100	10 /25	30 /75
M A (Economics)	50	50	100	20 /50	20 /50
M Com	50	50	100	20 /50	20 /50

Passing in Internal Assessment is a prerequisite for every student, for every course, in order to be able to appear for External Examinations. (BA, B Com & BMS 75/100; MA, M Com programmes have 50/100 marks External Examination)

College follows norms specifically provided in any course, if any, by the University.

Additional measures followed by College for the conduct of CIE :

Internal assessment of each course, in every semester is divided into two components.

BA & B Com, BMS

1. Questions - Answers Test for 15 Marks - twice every semester

- One test is conducted at college level, with faculty submitting question papers in advance. Answers to these tests are descriptive type. Papers of this examinations are assessed and submitted to the Principal's office to ensure appropriate evaluation and timely declaration of progress to students.
- One more test is conducted by respective faculty within regular lectures. Answers to this test can be either descriptive or objective type. Faculty members conduct a regular class test. Faculty members are allowed to conduct a self-designed online objective test, on the lines of competitive examinations, if they desire to do so.

2. Assignment / Project based on secondary data and / or presentations for 10 marks

- Faculty is expected to design a project which enables students to do additional reading about topics covered in the course.
- Projects and Assignments are given to improve abilities of the students to gather information from secondary sources, to enable them to be able to use IT and their communication skills (writing and

presentation).
- Faculty is able to assess these assignments, on the basis of possible skills acquired, (e.g., use of IT and elementary calculation, use of appropriate secondary data), while preparing this assignment.

Internal Assessment marks out of 25 are obtained by taking a total of the "Best Score" for test of 15 marks and project /presentation of 10 marks.

M A (Economics) and M Com

Internal Assessment consists of 50 out of 100 marks. Students appear for tests of 25 marks and project and presentation consists of another 25 marks. Internal Assessment marks out of 50 are obtained by taking a total of the "Best Score" for test of 25 marks and project /presentation of 25 marks.

College ensures that students get a proper training in the regular essay type test as well as the project / assignment, which inculcates in them elementary research skills and attitude.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

College runs 7 programmes with a total of 212 courses. IQAC in association with heads of the departments has prepared programme outcomes for each programme. IQAC encourages that faculty imparts teaching, keeping in mind these learning outcomes of each programme.

Course outcomes are the course objectives of each course, as approved by the academic council of the SNDT Womens' University. These are mentioned in the syllabus provided by the university.

In addition to the course outcomes specified by the university, the college encourages that heads of the departments and IQAC arrive at suitable program specific outcomes to be achieved by the time student successfully completes the program.

Heads of the departments indicate to IQAC if any programme specific outcomes are to be incorporated during the teaching-learning and evaluation process of their program. IQAC and heads of departments deliberate on these program specific outcomes. These deliberations confirm that the learning outcomes proposed for each program are appropriate, and that they are attainable during the teaching-learning process of the concerned program. IQAC ihas started the process to develop tools to measure the attainment of Program Outcomes, Course Outcomes and Program Specific Outcomes.

Program outcomes, Program specific outcome and Course Outcomes are displayed on the college website,

along with syllabus.

All faculty members are made aware of these outcomes so that they can plan their teaching, learing and evaluation methods accordingly. Faculty members communicate to students about these attainable learning outcomes regularly.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Evaluation of Program Outcomes and Program Specific Outcomes

In order to evaluate program outcomes and program specific outcomes IQAC, in association with faculty members and heads of the department, is in a process to develop tools which measure if program outcomes and program specific outcomes have been met with. Program outcomes and program specific outcomes are to be achieved during the entire duration of each program.

Program outcomes and program specific outcomes indicate the types of capabilities and skills students shall be able to acquire by the time they successfully complete the entire program. These capabilities and skill sets are generally employability skills. IQAC is developing tools to benchmark these outcomes. So far it is indicated that program outcomes and program specific outcomes are attained to the extent of 60% to 80%.

IQAC is developing tools to measure if program outcomes and program specific outcomes are able to enhance abstract reasoning ability, use of information technology, team work, analytical abilities, among students by the time they successfully complete the program.

Evaluation tools developed for program outcomes and program specific outcomes consist of questionnaires containing MCQs, which ask students if they have been assigned to complete a type of activity which fulfills the program outcome or program specificc outcome.

IQAC has set that if any program outcome is reported to have been acquired by atleast 60% of the students who complete the program outcome feedback then that program outcome. All program specific outcomes are monitored on the basis of the same feedback questionnaire. IQAC plans to make this process of benchmarking of the program outcomes and program specific outcomes, a lot more regular and robust witin a year.

Evaluation of Course Outcomes

Evaluation of course outcome is decided on the basis of scores obtained by students in the external examinations of the respective courses.

Average pass percentage of 85.11% indicates that course outcomes are satisfactorily attained due to regular teaching, learning and evaluation processes followed in college.

IQAC keeps track with the results of each semester examiniations for all courses. Faculty of the courses in which students relatively perform worse in any of the semester examinations, is asked to provide additional attention to students who have failed to clear that course.

In order to encourage above average performers, IQAC monitors that stimulating environment is provided for such students so that they are able to learn at advanced level and develop their capabilities at a faster pace.

2.6.3 Average pass percentage of Students

Response: 83.33

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 120

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 144

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.58

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

Response: 00

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 23

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge. The faculty members are empowered to take up research activities utilizing the existing facilities. The college has a research cell to monitor and address the issues of research by students. The main functions of this committee have been to create a research culture among faculty members and students, provide guidance for publication of papers and articles in reputed journals etc. The institution also subscribes to free subject journals-journals and other online resources.

The post graduate department of the college has dedicated faculties who guide students in research related activities. Students are provided with ample material for research through the library. Research guides also provide expert guidance and direction through use of ICT for data analysis and interpretation of research conducted through field research. The research conducted by the students cover broad spectrum of topics related to consumer attitude, consumer behavior, finance, human resource management, marketing management etc.

Experts from industry and academia are invited for guest lectures. Under graduate students are assigned projects as part of their curriculum, they are also benefitted by the incubation cell. College also arranges industrial visits and study tours to impart subject knowledge to the students.

To encourage students with an entrepreneurial bent of mind, to come up with creative and innovative ideas and frame efforts to start new ventures, the institute provides the students a platform to create new innovative ventures by providing required infrastructure and guidance. ‘Unnati’ is the name given to the trade fair activity of the college it is a great platform for students to hone their entrepreneurship acumen and skills. This initiative provides the students an opportunity to exhibit various products produced and assembled by them in stalls, they are given the freedom to sell their products and earn revenue. Most of the products sold are handmade, eco friendly products. Business incubation programs of this nature have played a pivotal role in creating awareness about entrepreneurship development among students.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 2.16

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	11	10	09	07

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 5.06

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	18	15	15	16

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Extension activities of the college is conducted by the NSS Cell, Environment Committee, Disaster Management Committee and departments of the college through which the institution engages students to promote institution neighborhood community network and sensitize them about various social issues.

To inculcate good citizenship, service orientation and holistic development of students, the college conducts several activities, seminars and workshops in association with NGO’s and by inviting distinguished experts from different walks of the society. The college is actively associated with Kaivalydhama Yoga Institute, Vivekananda Kendra, Brahmakumari, Bombay Sarvodaya Mandal, Sathya

Sai Organization, Indian Coast Guard, BMC, Rotract Club, LODHA Foundation, etc. Programmes such as, celebration of *Van Mahotsav* by conducting tree plantation drives, Coastal Clean-up after festivals, *Swachh Bharat Abhiyan*, seminars on “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), women empowerment programmes, spreading awareness on social issues through street plays, rallies and poster painting competitions are regularly conducted in the college.

NSS provides an opportunity to students in the capacity of volunteers to venture out of their comfort zones and make a difference to society. The volunteers are given an opportunity to visit old-age homes, orphanages, corporate sectors, etc. to develop in them a spirit of volunteerism to bring about meaningful change in society and also to sensitize them to various social issues through discussion, debate, talks, etc. Medical camps such as General medical che**ck-** up, Eye check-up, dental check-up, Thalassemia Minor detection camp, etc. are conducted as community outreach programmes.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry,

Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 82

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	14	17	16	18

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 51.13

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
265	237	220	208	176

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job

training, research, etc during the last five years

Response: 55

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
08	21	10	12	04

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The Institution has adequate facilities for teaching – learning, etc. It fulfills all the specified minimum norms of the local inspection committees, (LIC's), duly appointed by the SNDT Women's University, to monitor teaching – learning among affiliated colleges.

College has following facilities, which are being used for running Five programmes', namely, BA, B Com, BMS, M A (Economics), M Com.

Facility	Nos. Available in Institution
1. Classrooms	16
1. Computer Labs	2
1. Desktop Computers for Teaching - Learning 1. Library 2. Computer Lab 1 3. Computer Lab 2 4. Staff Room	 5 22 14 1
1. Multimedia Projectors	3
1. Laptops	4
1. Canteen	1
1. Subscribed E – resources	2
1. Students' Common Room	1
1. Gymkhana with fitness equipment	1
1. Musical Instruments	2
1. Digital Camera	1
1. Broad Band Internet Connection	3
1. Wi-Fi	2

Classrooms

College has adequate number of classrooms to conduct its under-graduate and post-graduate classes. Classrooms have adequate ventilation, fans and lights to facilitate learning.

Multimedia Projectors

Classrooms have multimedia projectors, which are regularly used by teaching faculty to make presentations to aid regular teaching. These projectors are also used to show films of contemporary importance, which supplement learning specific topic from the syllabus or any relevant social issue.

Resources from Library

Library has adequate books for various papers being taught in different courses in college. Students can access E-books purchased in library or via subscribed access through the library.

Internet Facilities, Computers and Laptops, Wi-Fi

Broad-Band and Wi-Fi internet connections enable internet access to teaching and non-teaching staff as well as to students. Internet facility is provided in college without any charges to students and teachers in computer rooms and in college library. Internet connectivity increases the access to E-resources subscribed by the college under N-List, provided by the Inflibnet.

SNDT Women's University Provides e-resources to all its student on payment of Rs. 100/- per year per student. This service has been subscribed by college. Faculty has access to these resources without any charges.

The students have access to American Consulate Library and Shiv kumar Bhubalka Pustakalya and Mahatma Gandhi Missions Hindustani Prachar Sabha Library also.

Students can use computers in the computer rooms and from library, to work on their projects, to use Excel, Power-Point and Word Processing software. Faculty is able to use laptop on demand, to make presentations, either using multimedia for large classes or otherwise for a small classes.

Digital Camera and Card Readers

Such tools of day to day use are able to facilitate learning and use of technology among students. These tools are used by students and faculty for documenting various events and field trip, workshops, etc. in the college. Using these gadgets to document events is an opportunity to students to gain skills while learning.

Gymkhana with fitness equipment and Musical Instruments

Gymkhana facilities are available for use to students and staff. College has Harmonium and tabla, these musical instruments are used by trained persons hired by college to prepare students participating in inter-college cultural competitions.

Institution therefore, has adequate facilities to conduct teaching, learning for the existing / approved strength of students in college.

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The college has a well-equipped gymkhana, which has state of the art fitness equipments like electronic treadmill, exercise cycle, twister, multi-pulley etc. It also has a fitness machine and body solid G2B multi gym. A professional instructor is available during working hours to guide the students on exercise, diet and fitness regime. The college makes use of August Kranti Maidan for conducting Annual Sports Day Event and outdoor games. Also college has a tie-up with SNDT, Churchgate Campus Gymkhana for conducting table tennis, badminton, cricket, football, basketball, table-tennis, volleyball and athletics. These grounds are situated nearby college and are also used for NCC parade. The college auditorium is used for indoor games like chess, carom etc. The students are provided carom boards and chess boards. The college auditorium is also used for yoga. There is a Multi-purpose ground on the campus used for the coaching of yogasana, badminton, kho-kho, martial arts, and rope-mallakhambh, tug of war. Library as well as common room is used for indoor games like carom and chess.

Facilities for Cultural Activities

College always provides adequate facilities for cultural activities in spite of its space constraint. College provides both indoor and outdoor space and college auditorium for cultural programmes and rehearsals. Following are the details of indoor and outdoor hall and auditorium-

1. College Auditorium-

Day to day cultural activities and cultural programmes take place in college hall.

Area-1385 sq ft

Year of Establishment- 1958

Capacity- 100 people

1. Patkar Hall-

College rents Patkar Hall of SNDT University for its various cultural activities.

Area-11190 Sq ft

Year of Establishment-1963

Capacity- 700 people

1. Birla Matoshree Sabhagriha-

This is one of the oldest and largest auditoriums in Mumbai.It’s large space is suitable for almost any public gathering. This hall is used for variety of functions like Annual General Body Meetings, Music performances etc. Our college hires this prestigiousauditorium for College Annual Day Celebrations every year.

Year of Establishment-1958

Capacity- 1075 people

1. Sahitya Sangh Mandir,Girgaon

College cultural activities and rehearsals take place at the above hall .College hires this large hall for practice of dance, drama and other cultural activities.

Year of Establishment-1935

Capacity-820 people

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 18.75

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 9.74

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3.61	3.11	1.91	0.41	1.31

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The B M Ruia Girls College Library is well equipped with learning resources. The widest range of books is included which include the subject related books, also books of general nature and varied interest. The subject books are updated as per requirement. The library has various periodicals which are available for use by all users.

The library is automated using SLIM Software. The library has its OPAC which serves as a tool for checking the resources available in the library.

The library has a browsing center for staff and students which is available.

The Library has varied e-resources, it subscribes to N-List and various e-resources are provided by the SNDT University. The internet facility is made available to the users in the library. The Library has provided Password based remote access to N-List and e-resources by SNDT

The library also provides reprography facility to the users.

There is subject wise alphabetic arrangement in the library, it uses the DDC for classification of books. All the resources of the library are searchable through the library catalogue.

The library users use SNDT University Library for reference. Also Hindi literature students refer to other

libraries like Mahatma Gandhi Memorial Library, ‘Hindustani Prachar Sabha’ at Charni Road.

The library has collection of not only books and e-resources but also Bound Volumes, Dissertation.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Sr No	Name of the Book/Manuscript	Name of the Publisher	Name of the Author	Number of Copies	Year of Publishing	Accession no
2013-14						
1	Mul sampradaik GyaneshwariSahit	Tryambak Chavan	Multivarsity Prakashan / Jigyasa Prakashan	1	2013	21500
2	Manorama Year Book 2014	Malayala Manorama	Mathew Mammen	1	2014	21526
2014-15						
3	Ramesh J Chauhan Thunder Unbottled from Thums Up to Bisleri	Sethi Patricia	Bisleri International Pvt Ltd	1	2013	21550
4	Manorama Year Book 2015	Malayala Manorama	Mathew Mammen	1	2014	21592
2015-16						
5	Ahemdabad 600 Potraits of a city	Marg Publications	Balasubramaniyam S	1	2011	21637
6	James Tod’s Rajasthan the historian and his Collates	Marg Publications	Tilloston Giltes, ed.	1	2007	21638
7	Kizil on the Silk	Marg Publications	Ghose Rajeshwari	1	2008	21639
8	Frog Hymns and Rain Babies	Marg Publications	Vajracharya G V	1	2013	21640
9	Kanara: a Land Apart	Marg Publications	Michell George	1	2012	21641
10	Manorama Year Book 2016	Malayala Manorama	Mathew Mammen	1	2015	21684
11	Statistical Process Control	Banerjee B	Tech Max Publication	1		21686

2016-17						
12	Voice of Change 20 Indian Artists	Sinha Gayatri	Marg Publications	1	2010	21712
13	Sattriya Classical Dance of Assam	Kothari Sunil	Marg Publications	1	2013	21713
14	Orchha and Beyond Design at the court of Rajbir Singh Dev Bundela	Das Neeta	Marg Publications	1	2012	21714
15	Murshidabad Forgotten Capital of Bengal	Venkatachalapatty	Marg Publications	1	2006	21715
16-22	Mansarovar Vol-1-8	Premchand	Sumita Prakashan	1	2014	021743-021750
2017-18						
23-28	Samaj Vigyan Vishwakosh Khand-1	Dubey Abhay Kumar ed Yadav Bir Pal singh Asstt Ed	Rajkamal Prakashan	1	2015	021814-021819
29	Dus Dwar Se Sopan Tak Harivansh Rai Bacchan ki atmakatha Bhag-4	Bacchan Harivanshrai	Rajpal	1	2017	21820
30	Hindi Angrezi Kosh	Gupta Sushila	Hindi Angrezi Kriya Kosh	1	2017	21824

4.2.3 Does the institution have the following:

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.37

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.37144	0.469035	0.45268	0.22128	0.336

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 8.46

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 38

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Upload a description of IT facilities including Wi-Fi with date of updation and

nature of updation

- College outlines the responsible use of the Information Technology
- Infrastructure at the college such as use of licensed software only, annual maintenance contract

For application software, antivirus on every machine, routine check-up on every computer.

- Through our high-speed dedicated MTNL connection, we are able to offer uninterrupted internet connectivity to all of our faculty and students. We hope that we will continue to invest in Information Technology, in order to serve our students better.
- Wi-Fi facility: Currently we have Wi-Fi facilities in Computer labs, principal's cabin, college

office, staff room and in the corridor adjacent to the office. College is planning to make the entire college also completely Wi-Fi.

4.3.2 Student - Computer ratio

Response: 9.37

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 0

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.54486	3.01906	3.75405	3.23722	5.62089

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Physical Support Facilities	Systems	Procedures
Classrooms	Renovation, Repairs and regular maintaining happens in the following manner: 1. Due procedures are followed before purchase of	1. Maintaining and cleaning facilities is done on regular assigning specific tasks and peon and sweepers.

Washrooms, Passages	new items.	
Staff Room, Office Blocks, Principal's Room		2. Cleanliness committee regularly inspect and give ap
College Building, Compound		
Benches, Chairs, Fans, Lights, Cupboards, Lockers	2. Material purchased is purchased on the basis of usability, durability and affordability.	feedback to concerned st authorities.
Surveillance Cameras, TV display		
Machine for bio-metric attendance record for staff	3. All such expenses are subject to the joint approval of the Board of Trustees and Principal of the college.	3. Mumbai Municipal Co garbage collection trucks locality, twice every week. The
First Aid Box	Students and staff have access to first aid on demand. Expenses are borne by the college. This box is filled with items as and when required.	staff of the college keeps trac schedule and deposits the garba truck.
Library	Staff appointments; Purchase of Library Resources; Cleanliness and maintenance is conducted as per government norms.	Library fees are collected at th admission. Records of theses duly audited. Library issues books only on library card.
Computer Labs	Duties of Peons and sweepers are assigned for regular dusting, cleaning of these equipment. Faculty teaching in BCA, MSCIT courses looks after these facilities on a daily basis.	Annual Maintenance Contract made with competent companie these equipment's are us maintained properly.
LED Projectors		
Sports	College has no ground of its own for conducting sports activities. In order to conduct sports activities college has access to SNDT Women's University's grounds , gymkhana facilities at Juhu Campus and indoor sports facilities at Churchgate campus. College has organized coaches through SNDT Women's University for indoor and outdoor games. College conducts coaching of Inter-college Yoga Competitions.	College has free access to sport and gymkhana facilities at th Women's University camp Mumbai. College is able to appoint a any of the indoor or outdoor the basis of demand from stu association with SNDT University by payment of Rs. coach, per game, per year.
Canteen	Canteen provides basic vegetarian / Jain snacks	Appointment was done by

	during the mid day break of the students. Person appointed to run the canteen doubles up as a watchman of the college premises.	quotations from different parties
Free Access to N List	Access to these e-resources are subscribed at the fees specified by MHRD or SNDT Women's University	College Librarian is respon provide login id and passwo maintains the record of usa resources.
Online Access to E-resources through SNDT Women's University		
Access to Computer Free Access to Internet on College Computers		

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 0.51

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	03	02	02	04

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 5.64

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
59	11	0	54	0

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 75.63

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
335	209	375	367	347

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 10.44

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
53	51	45	42	35

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.73

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	1	1	1	3

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 17.36

5.2.2.1 Number of outgoing students progressing to higher education

Response: 25

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 30

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	0	02	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	0	02	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 1

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	01	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college aims for all round development of students and for that has established the Student Council. The primary objective of creating Student Council is to promote collective and constructive leadership within student community. The Student council, being the apex body organizes various activities with the help of the faculty. The members of the Student Council are also a part of various committees like Anti-ragging committee, Internal Complaint Committee, etc. The Student Council keeps the students engaged in activities apart from their regular academic work and to network and to showcase their talents.

Administrative body:

The members of Students Council are the representations of different classes. General Secretary is elected

from the class representations. Faculty members of representing various committees such as Cultural, NSS, Sports and NCC are the members of Students Council. The class representatives of the various classes assist in conducting various cultural events, and activities organized in the college. As volunteers they learn to maintain attendance records and follow-up on absentee students. They also assist in publicity of inter-collegiate cultural fest *Nirjhar*. This way students acquire administrative skills. Student Council members are able to acquire basic administrative skills of maintaining records and punctuality while organizing NSS activities as well as other departmental activities. The students also anchor the various events and programmes organized by the college.

Academic Body:

Student Council's concern is considered while preparing internal (tests, presentations, viva, assignment submission) exam-time table. Students consult the Principal and in-charge of committees in decision making regarding, celebration of festivals, which are done without disturbing regular lectures. Since the past 5 years, students have participated in many intercollegiate Competitions like research paper presentations, debates, elocutions, etc. organized by various colleges. The students also get to attend various Seminars and Workshops of eminent personalities which are held all-round the year. These provide a platform for the students to showcase their talents and nurture them. Apart from these, we also have events and competitions conducted by the college which keep the students active throughout the year. A number of events are organized by the student run clubs under the guidance of faculty in charge student activities, like Sports, National service scheme, blood donation camps, annual cultural fest, etc. Students participate in number of co-curricular activities. Such an engagement facilitates overall grooming and the college encourages all these co-curricular activities. Every student club is assigned to a faculty in charge and the faculty provides guidance and mentoring support to the student clubs. The following cells facilitate student development under the mentorship of the respective faculty in charges, Student Council, Placement Cell Industry-Institute Partnership cell, Social Responsibility Forum.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 11

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	11	11

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The institute has an established Alumni Committee. The members of Alumni Committee maintain regular contacts with the Alumni, to network and collaborate. The institute invites the alumni twice yearly, where all the ex-students come together and relive their college life by meeting old friends and teachers. They share their experiences about their job interview, their current profession, its duties and responsibilities and how the knowledge, skills and guidance provided by college were beneficial to them. The institute also invites the alumni for placement talks and entrepreneurship activities.

For instance, one alumnus engaged in a beauty parlour occupation, demonstrated and even taught a few interested students how to do facial. Likewise a workshop was conducted on making creative and useful articles from waste materials i.e. best out of waste. Most of our alumni are employed. Some are working in corporate sectors, some are engaged as teachers in schools and colleges and some of them are self-employed (beauty parlors, fashion designing). The college has appointed some alumni in the college itself as office staff like Ms.Sheetal and Mrs. Pallavi and as lecturers like Dr. Hema Masiwal, Prof. Kavita Mishra, Dr. Rama Verma, Ms. Bina Thakkar.

Contributions by our Alumni:

Most of our alumni students who are self- employed, give training and job opportunities to the students of the college. Some students who are working in schools, inform other students regarding vacancies in their schools and recommend interested students' names to their seniors. One of the alumni is working in BSE. She guides and gives investment advices to other students as well as teachers.

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 10

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	02	02

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision, Mission and Objectives of the College can be read by visiting this link

http://www.bmrgirlscollege.com/vision-mision-objectives.html

NAAC

Organizational hierarchy consists as follows:

1. Team of management Trustees at the top to oversee activities in the college,

2. Principal as overall administrative in-charge of the Institution,

3. Academic in-charge and in-charge of Cultural Activities are two seniorfaculty, (effective from January 2016)(includes IQAC coordinator)

4. Heads of the Departments and Librarian,

5. All faculty members,

6. Non-teaching staff and

7. Members of Students Council.

College Development Committee (CDC) consists of the top 3 entities and 3 more faculty members. CDCmeetings are held quarterly. Trustees of the management meet the teaching and non-teaching members of the staff twice a year.Student council members meet regularly and work in tandem with the faculty and non-teaching staff, to make every program a success.

Link for Chart of Organizational Hierarchy & Communication Channels

https://drive.google.com/file/d/1tVGjlpgRcJIfyKa65SP5Aj1MTXoBIbF4/view?usp=sharing

Perspective plans

Perspective plan of the college is in tune with the broad vision and mission statements. To promote overall development of students, college works towards achieving academic excellence. College would like to emphasize on equipping students with employability skills, including training in self-employment, in coming years. In addition to continuing existing UG and PG courses, college would like to start following courses:

1. College would continue to conduct ad-on courses which train students towards successful self-employment.

2. BA – B Ed integrated course

3. M A in Hindi Literature

4. Implement Spoken English Courses and Soft-Skills Courses either designed by college faculty or design and implement them in association with other professionals or bodies.

5. Foreign Language Courses in French, Mandarin (open to members of public)

6. Increasing the available space to be used by college – Process of reclaiming about 2000 to 4000 square feet carpet area, which is currently occupied by tenants (governed by Mumbai Rent Act 1911, India), has been initiated.

7. College plans to provide nutritional supplements to students with macro nutritional deficiency.

Participation of teachers in decision making bodies

· Day to day decision making in college happens based on, communication between Principal, Academic and Cultural in-charge, Heads of Departments and the in-charge of the committees appointed.

· Members of the department and committees discuss about details of the activities to be conducted and implement the plan as approved by the Principal.

· College gives freedom to teachers to plan and implement any activity which is broadly in tune with the vision, mission and objectives of the college and is beneficial to students.

Link for short term and medium- term plan submitted to SNDT Women’s University in November 2017 is here :

https://drive.google.com/file/d/0B_PvHZeW0O9URXpvYWFGZ0VNanpmVktHWWUtSnloOTJybmww/view?usp=sharing

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 500 words

“Ras Phuhar”: Case study of Decentralization & Participative Management

College organises annual festival, “Ras Phuhar”, it is an event which sums up the spirit of teamwork, decentralised and participative management. The most important cultural event organised in the college, Ras Phuhar, consists of music, dance and acting and ramp-walking performances by our students.

- Each year Ras Phuhar celebrates the unity and diversity of the rich cultural and folk heritage in India.
- Cultural in-charge receives suggestions, from faculty and students, on the possible performances to be included in the festival.
- Principal, members of the cultural committee and music/dance coaches appointed for this event, finalise the items to be performed in the festival.
- Team of faculty members, non-teaching staff, students and specially appointed music/dance coachesensure that students learn to perform, participate to organise their annual festival Ras Phuhar.
- Prize distribution function celebrates the academic successes of the toppers of the previous examinations, during this festival.
- Management of the college supports this event by ensuring adequate resources, by gracing the occasion and by awarding the best performances.
- Parents of the students performing in the event and who are being felicitated during the prize distribution function, are invited to celebrate the success of their daughter.
- Student council helps in this event by way of its volunteers during preparation, rehearsals and final event.
- Faculty responsible for auditorium discipline and all the students in the auditorium ensure discipline in the middle of all the enthusiasm and cheers so that performances can be conducted smoothly.
- Faculty members ensure that Ras Phuhar performers and volunteers are given some additional guidance for the topics taught while they were practising for the event.

Please visit the link for photos of the previous celebrated Ras Phuhar during 2017-18, given in "Link for additional information".

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective / Startegic Plan and Deployment documents are available in the institution.

One example of activity successfully implemented based on the strategic plan in not more than 500 words.

Project &/ or Presentation & / or Viva Component of Internal Assessment

Perspective and Strategic planning is adopted in the institution to promote overall development of our students, by focusing on:

1. Academic Excellence,
2. Employability Skills, and
3. Self-employment training.

Strategic planning is made for internal assessment of each course, each semester, in order to achieve these three objectives of the institution. The process of this planning and scheduling is done by the academic and examination committees, overseen by the IQAC and monitored by Principal.

Last Dates of submission of final internal marks for all students is declared in the beginning of each semester. Every member of faculty is given freedom to design the project. Presentation, viva component of their internal assessment for each course during semester.

Faculty declares the project topics as well as if they are group or individual assignment, well in advance to the respective group of students.

- Group Assignments let students learn about team-work.
- Individual assessments let every student a chance to acquire skills such as, understanding the problem, procedures and problem solving, creative or analytical thinking.
- Some assignments – either group based or individual, let students improve their skills of appropriately using In
- formation Technology and office packages like Excel spreadsheets and power-point.

Each faculty is free to design the internal assessment appropriate to the syllabus concerned. **Two of the assignments are mentioned here which were intentionally designed to develop employability skills among students.**

Project on New Product Campaign

1. Advertising Course in SYBCom: Students opting this course are assigned to develop a New Product Campaign with proper conceptualization, branding and packaging.
2. Students design the product campaign including design of logo, branding and design of the product packaging.

Project on Data Analysis and Brief Report on World Bank GDP Data

1. Compulsory Economics course in SYBCom: Students are assigned to analyze timeseries (about 5 years) of World Bank GDP data of one or two countries.
2. Students are trained to use Excel for data analysis. They prepare appropriate diagrams to illustrate the data. Students analyze the data in brief.

Supportive documents of Advertising project and Economics project are here attched in a word file uploaded as "Any additional information.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Upload the organogram of the Institution Link : Link to the file "Organogram of the Institution" has been added as Additional Information for 6.2.2

Organogram
1 https://drive.google.com/file/d/1mU9rYMEw34RsPFPWEJK9vm9rJEF65OaP/view?usp=sharing

Organogram 2 https://drive.google.com/file/d/1E50DALfIoIgNk-gH3fo25AJ7MIWXqkcs/view?usp=sharing

Organogram
3 https://drive.google.com/file/d/1FPHjMYVvBlS8bXq4PkFV_bHfHXj_A_2o/view?usp=sharing

Organogram 4 https://drive.google.com/file/d/1e8GIl4Swy5Zixb4uOj-K1ny2pJYu_wlu/view?usp=sharing

Organogram 5 https://drive.google.com/file/d/1EW5ctE1i5RxylM1EOMDskdpku-SQ5odv/view?usp=sharing

Functionally the organisational structure supports smooth functionning of the college. Hierarchy in the organisation consists of Management Trustees, Principal, IQAC Coordinator and Heads of the Departments, Teaching staff and Librarian, Non- Teaching staff, Students and Parents. Funtionning is summarized as follows:

1. Staff Meetings are held regularly and plans and policies are conveyed to the staff. The administrative body takes decision and plans for all academic and administrative activities with the coordination of the Principal, HODs and staff for the whole academic year. Academic Calendar is planned at the beginning of the year. The governing council decides all the development activities of the college, introduction of new academic programs, faculty recruitment, taking policy decision, infrastructure requirements, development and maintenance of college assets.

2. The Academic committee is responsible for academic matters, framing academic plans, Time Table, lecture and classroom allotment, academic programs, seminars, workshops, guest lectures, etc.

3. The Examination Committee plans the Internal and External Exam dates, paper submission and assessment policies and dates. scheme of examination and rules and regulations for conducting exam and evaluation.

4. The IQAC with Principal as chairperson is responsible for quality enhancement, quality sustenance in all academic activities and propose recommendations for educational services in academic and administration for further extension.

5. College has established student grievances redressal cell. A suggestion box is placed at every floor in the campus, which is opened every Monday. Grievances reported in the box are noted, on which resolving measures are taken, at the earliest by the grievance redressal committee with the Principals approval.

6. Grievances of students such as academic performance, infrastructure, teaching learning process, curricular and extra- curricular activities and other personal grievances are represented to redressal cell by students.

7. Career and personal counselling is provided to students. Students feedback regarding Teacher, teaching learning, facilities, library, canteen, administration, etc is taken every year.

8. The Research Cell plans and organizes guest lectures, seminars, Inter collegiate competitions for students. Faculty is encouraged to participate in conferences and seminars.

9. The Cultural committee plans cultural activities to be conducted during the year and organizes various events like Talent Show, Annual Day, prepares students for participation in Youth Festival and other Inter-collegiate programs.

10. The NSS Cell plans activities and actively conducts community programs throughout the year with 300 volunteers in association with government and Non-government agencies.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Based on experience of planning an event and its actual implementation during past five years, National Seminar organised by our IQAC on Revised NAAC Accreditation Framework needs a special mention.

This seminar was organised on December 20, 21 2017. Within a months' time the organising committee was able to invite about ten senior academic administrators with prior experience of the NAAC Accreditation process.

We were glad to get the idea of this seminar from our Principal, under whose guidance and constant support the organising committee came up with a reasonably workable plan of action and implemented it successfully. This seminar was very timely and is among the first few seminars organised soon after NAAC revised guidelines were received.

Planning and implementation with respect to different sessions, finding appropriate resource persons, sending invites to different institutions to participate in the seminar, etc. was executed very smoothly. Keeping in with our tradition, the brochures, formal invitations were designed in-house.

Organising of this seminar at the most appropriate time, was widely recognised by participants as well as our resource persons. This seminar provided a very crucial platform to the academic community to brain storm about the revised assessment framework by the NAAC.

Further details can be obtained from these links

Detail Report of this seminar is in this link:

Seminar
Brochure
https://drive.google.com/file/d/0B_PvHZeW0O9UYWdWZURhQnpMdEpvYnljT1dNREhVT0NVeU9V/view?usp=sharing

Seminar Schedule https://drive.google.com/file/d/0B_PvHZeW0O9UMmNZUGpmVFF4dHJGdWVPVWhLckNEejJleENv/view?usp=sharing

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Welfare Measures for Staff under Government Schemes

Assistance To Academic Staff

1. Grant of duty leave / on-duty leave for attending seminars, orientation, refresher, short-term courses, meetings of university bodies, paper setting and centralised assessment, moderation, revaluation of papers for the examinations conducted by the SNDT Women’s University.

Assistance To Non-Teaching Staff

1. Grant of duty leave / on-duty leave for attending training organised by government bodies'

2. Payment of salary in case non-receipt of salary grant from the government.

Management provides financial assistance as per the government norms to teaching and non-teaching staff members, in consultation with the Principal.

Welfare Measures for Staff (in assistance from Marwadi Sammelan, i.e., Managing Trust of the college)

1. Management trust of the college facilitates award of the "Best Teacher" every year. Principal chooses the name of the awardee every year. This prize consists of a sum of Rs. 5000/- and a rotating trophy.

2. Management trust of the college facilitates award of the "Best Non- Teaching Staff" every year. Principal chooses the name of the awardee every year. This prize consists of a sum of Rs. 3000/- and a rotating trophy.

3. Teaching and non-teaching staff members who have completed their 25 years, 30 years of continuous service in college have been felicitated once in past five years. Two of the non-teaching staff were felicitated for completing more than 25 years of continuous service.

4. Teaching and non-teaching staff members are covered under Accidental Insurance, for accidental injuries occurred while commuting to or returning home from college. The maximum limit is Rs. 50,000/- student per year.

Welfare Measures to students and staff while on Industrial / Field Visit

College insists to tie up with a tour organiser who provides accidental insurance to students and staff (Upto Rs. 200000/- during the journey), who are on an industrial / field visit, outside the state of Maharashtra.

Please refer to this link for additional information:

Freeship Scholarship And Financial Aid http://www.bmrgirlscollege.com/freeship-scholarship.html

Student Support Services http://www.bmrgirlscollege.com/student-support-services.html

File Description	Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 20.2

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	2	2	3	01

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	1	1	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 23.92

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	8	6	2	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution has Performance Appraisal System for teaching faculty to evaluate their learning improvement in the form of research, training programmes, workshops, seminars and other achievements. Performance Appraisal forms are filled in annually by the teaching faculty, information is sought about several aspects, such as: additional duties of the faculty , academic achievements; papers published in national or international journals, research work (M.Phil, Ph.D), active participation in the social activities, regularity, punctuality, relation with other faculties and students and team work, additional work taken up by the faculty such as; remedial classes, career counseling, competitive exam preparation, extra teaching load, additional post graduate teaching, etc.

The Performance Appraisal forms are first filled in by the faculty, then filled in by the Heads of Departments and finally by the Head of the Institution. On the basis of the details provided, a committee under the chairmanship of the Principal reviews the appraisals of the faculty. The forms are submitted to the affiliated University, S.N.D.T Women’s University for the final decisions to be taken on confirmation of faculties placed on probation and also for placements.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Accounts are audited four times a year by certified Chartered Accountants appointed by the Management.

Faculty teaching Accounts in the college in association with college accounts office looks after the financial audit.

Audit is presented to the certified Chartered Accountant. Books of accounts are verified and audited regularly.

The last external audit was done in 2016-2017 and no major objections were raised during the audit.

Link of the pdf file of scanned audited reports of the college for last five years is here: https://drive.google.com/file/d/1hco3FDrFIE00w2_q8Lo-qMnQWURpdYug/view?usp=sharing

These scanned images have been converted into OCR Text file, using CamScan, the link of which is given in "Link for Additional Information" box.

File Description	Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 4.5

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.81212	0.89102	1.0	0.84517	0.95213

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

- The major resources and institutional funding / receipts for past five years are from student's tuition fees, government scholarship, management scholarship and UGC grant in aid.
- The self- financing courses funds are managed by the Management. The institution collects fees for unaided courses, i.e. B.M.S and M.A, and M.Com. All expenses are managed from the money collected as fees.
- The institution has received grant in aid from UGC, New Delhi for courses on Ethics, Values, Human Rights, and for Gymnasium. (Years?)
- The college conducts short term courses in association with MSCIT, WAVE, etc.

Resource mobilisation policy and procedures of the Institution is available in college.
Link for Additional information contains link for a pdf document of the scanned audited reports of the college.

File Description	Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Following practices have been institutionalized due to IQAC initiatives:

Effective Teaching, Learning and Evaluation

Overall Personality Development of the students.

1. Practices to ensure excellence in Teaching, Learning and Evaluation

- Academic, Departmental, NSS, cultural and co-curricular ACTIVITIES calendars are prepared at the beginning of the academic year. IQAC in association with Principal ensures that activities are conducted as per the plan.
- IQAC ensures that activities conducted by departments and committees are in tune with the institutional goals, and institutional policy. It also ensures that those programs are in tune with the goals of a national development.
- Guidelines for internal tests, projects, assignments are provided to the teaching faculty to ensure timely completion of syllabus, to enable effective teaching-learning and evaluation in the institution.
- IQAC promotes research culture in the institution by encouraging faculty to present research papers. IQAC monitors smooth and fair conduct of intercollege research paper competition for UG and PG students, organized by the Research Cell in college.
- Slow learners are provided with remedial coaching.
- Feedback on teaching and evaluation by faculty is obtained from students at the end of every semester.

2. practices to ensure overall personality development of the students

- Career awareness, orientation programs, conducted in college are observed by IQAC.
- IQAC observes the Alumni meetings. It gathers an understanding about if alumni find teaching, learning, mentoring provided in the institution to be useful in their work-life.

- By promoting participation of students in the University Youth Festival or in other inter-college events, IQAC ensures that students get wider exposure and experience to perform in co-curricular, extra-curricular activities.
- IQAC monitors that students enrolled as NSS volunteers ensure their proper participation of students in the community development activities conducted by NSS Cell.

IQAC therefore, contributes significantly to ensure smooth and proper functioning of the college and that activities are in tune with the IQAC Policy.

Links of the IQAC Action Taken for last 5 years are given in a file uploaded as "Any additional information"

File Description	Document
Any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Yes,

Following is an example of how IQAC's periodic review of teaching learning process, enables the college to improve :

Not all students were taking library membership, there by restricting their reading and browsing of educational or general reading material. Hence, following reforms are being implemented since 2016 – 2017.

Objectives of these reforms

1. To ensure all the enrolled students of college take library membership;
2. To improve use of library resources by students.

Procedure

Library fees was incorporated in the payment of fees to be made at the time of admission to any course in college;

Library Orientation program for First Year students

Orientation for NLIST and other e-resources for Third Year (UG) and MA, M Com Part I students

Distribution of NLIST login id and passwords to PG students

Assistance and login access to e-resources provided through SNDT Women's University, to PG students

and faculty.

These reforms have been implemented since 2016, are showing improvements in usage of library by students.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 25.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
31	21	16	34	27

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

Incremental improvements were made in the following aspects after post accreditation (second cycle of accreditation)

- **Research Activity** – Five faculty members have completed Ph. D research, one completed M. Phil and three are pursuing Ph. D research.

Lecturers are encouraged to write research papers and publish them.

College published Five ISBN research Volumes

Students are encouraged and guided to prepare research papers and participate in the collegiate and inter-collegiate events.

- **Seminars Conducted** – 6 UGC sponsored seminars and 3 College sponsored seminars and 4 workshops on content analysis were conducted
- **Remedial Teaching** in English and Bridge Courses in Mathematics and Economics for slow learners
- **Use of ICT** in teaching learning augmented
- **Continuous Internal Evaluation** (CIE) across all programmes and Courses
- **Students feedback** – online introduced
- **Employability and Soft Skills Workshops** conducted on a regular basis.
- **Social Responsibility programmes** - Active involvement of students in extension activities and social responsibility programmes such as digitalization of Aadhar Card for students and community, Road Safety and Railway Safety awareness activities, Swachh Bharat Abhiyan, etc.

- **IQAC cell has implemented students mentoring system** intensively, to take the follow-up of habitual absent students, slow learners and socio-psychological problems of students. Personal information of students and parents; phone calling report, any disciplinary issue, personal counseling report etc. are all taken into consideration, as a result improvement in attendance and academic performance in students was noticed.

- **Industry and Academia Interface increased** in the form of industry visits, seminars, workshops, internships, etc.
- **Faculty Development programmes** conducted for teaching and non- teaching faculty.

- **Library automated** with SLIM21 Library Management software and OPAC (Online Public access catalogue), using which students can search for books, available in library and see the new books which are added to the library collection. They can also check arrival of new additions of books and periodicals.
- **E- Resources** - The library has subscribed access to e-resource available through N-List through which e-books and e-journals available can be accessed, and also e-resources provided by SNDT University through which databases and e-journals & e-books.
- Internet facility available in second and third floors of the college
- Institutional Repository Available
- Resource Sharing Networks available (INFLIBNET)
- SWAYAM - Faculty registered in SWAYAM where academic information is available in the form of e-books, video lectures and online courses.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 32

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
06	04	06	07	09

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
    1. **Safety and Security**
    2. **Counselling**
    3. **Common Room**

Response:

Safety and Security

The institution regularly holds workshops, lectures and training programs on legal rights, protection from domestic and social violence, safety of girl child, empowerment of women, Alert citizen, Gender sensitization programmes, Disaster Management, etc to sensitize the students regarding safety and security.

Apart from this the institution also follows guidelines to ensure that the students are provided appropriate safety during college hours. The institute has also installed CCTV cameras on all the floors to monitor as well as record the movement and activities of people in the campus. Students wear ID cards at all times and outsiders are checked by non-teaching staff before allowing visitors to enter the campus.

Gamdevi Police Station is located in the neighbourhood. The Police Inspector is a member of the college Internal Complaint Committee (ICC). The Police officers also conduct regular patrolling in the college area

for safety of the students.

Fire Extinguishers are on each floor. Fire Department is in close proximity. The college has a well equipped First Aid Box for the students and staff. Moreover several Hospitals and Clinics are located in nearby areas. Regular Health Check-up Camps are conducted in the college.

Health Sanitation- Free Distribution of Sanitary Pad and awareness programmes on Health and Hygiene were organized.

Counseling

The college has an active counseling cell that aims at encouraging them to seek help and guidance in the area of academics or in any matter pertaining to their general or psychological issues. Committee members routinely spend time counseling students even in matters pertaining to their academic, placement training and career goals. Workshops and lectures are taken by the cell on regular basis to combat fear and stress related to examination which is beneficial for them in improving their academic performance.

This has resulted in monitoring the students for regularity and discipline. It has helped in creation of strong mentor-student bond, as a result parents have also been made aware of the performances of their wards progress at the institution. Many students have discovered their hidden talents and have developed a strong self esteem and have made right choices in choosing their right path for job, higher studies etc.

The college has an Internal Complaint Committee (ICC) and Grievance Committee, Students can give their suggestions, state their grievances in the Suggestion Box. Suggestion Box is opened once a week and based on the suggestions and grievances appropriate action is taken.

Common Room

A common room for students is provided at the campus. Students regularly use this facility for recreation and for other useful purposes like studying etc. It serves as a facility for socializing, relaxation and entertainment. It is located adjacent to a canteen which provides snacks and other edible items at affordable rates. A common area is also provided for the students.

Sanitary Pad Vending Machine

Student's toilet block on third floor has a sanitary pad vending machine installed. Students are able to purchase 2 pads by inserting a ?10 coin in this machine.

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 30134

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 5.16

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1555.2

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 30134

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste Management

Waste management on the campus is done in an effective manner. Canteen kitchen wastes are segregated into wet and dry wastes which are picked up by Municipal Corporation garbage trucks.

Newspapers, plastics and other non-degradable wastes are disposed through scrap dealers, which are used for recycling. The NSS unit has adopted the practice of recycling old newspapers by making paper bags and distributing in the locality stores and street vendors. Old folders are improved by using pieces of cloth and utilised during seminars/ workshops. Best out of waste practice is encouraged. Awareness Programmes on Waste Management are regularly conducted.

As far as possible, the institute tries to inculcate the sense of restore, recycle and reuse principles in students and staff to minimize waste generation.

Liquid Waste Management: The sewage water of toilets and other kitchen liquid is disposed through proper underground sewage pipes.

E-waste management: At the end-of computers useful life, they are collected in place and examined by technicians and the irreparable ones are disposed through contractors or vendors for reuse / recycling purpose. E waste is thus periodically cleared in a systematic manner. Maximum efforts are taken to utilize the existing hardware by regular servicing and employing AMC to reduce e-waste.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college is situated in a residential area of Mumbai which has limitations of open area and terrace facility so the practice of rain water harvesting has not been implemented. However, rainwater is collected from catchment areas and stored in buckets and containers near the canteen area for later use. It is used for washing utensils and cleaning the college concrete ground area.

The college makes the students aware of rain water harvesting through talks and discussions which is conveyed to the community. The college has future plans to install rain water harvesting structures by taking permission from BMC to utilize the common area behind the college building. It is proposed to utilize rain water by collecting them in huge tanks.

7.1.7 Green Practices

- **Students, staff using**

a) Bicycles
b) Public Transport
c) Pedestrian friendly roads

- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college makes special efforts to instil environmental awareness amongst its faculty and students. We firmly believe that green practices are extremely important to sustain our environment. The faculty and students use public transport i.e. local train and BEST buses to commute to college. Taxipools are used to reach college from the nearest railway station. However, most of the faculty and students prefer to walk from the railway station to college. This eco-friendly way of commuting not only helps to reduce carbon footprint, but also doubles as money saving practice especially for students.

The college adopts paper saving procedure whenever it is possible. All important information about college activities are conveyed to the faculty and students through Whatsup messages and emails. Examination

question papers from the teaching faculty are collected in soft copies and printed only during examinations. The college has a provision to purchase recycled papers. Question papers and other important information are printed on both sides of the paper. Internal Exam question papers are made concise and adjusted using minimum space.

Correspondence is done through Email with University and other colleges. Most of the Invitations for Seminars, Conferences, Inter-collegiate Competitions, Programmes, etc. are sent by emails to colleges and very few hard copies are printed.

Paper bag making workshops are held twice a year, the students are taught to recycle old newspaper, calendars, etc. by making paper bags.

Tree plantation activity is conducted annually. Green landscaping around the campus is maintained. Only saplings are given to the Guests and Resource Persons during all seminars and programmes. Cloth Folders and Jute Bags are given during Seminars and Conferences to the Guests and Resource Persons. Environmental Visits and awareness programme.

E-fees collection - Students pay fees directly in the Bank.

Energy efficient LED light bulbs are put in the Auditorium which have replaced the energy consumption tube lights. Electrical Audit was conducted.

The college encourages plastic free campus. Canteen uses only paper cups and paper plates. Steel spoons are used. During NSS Special Camps students bring their own plates and spoons from home.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 3.24

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.12	1.4	0.07	1.69	0.05

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 1

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	00	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 5

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: No

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 21

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	4	3	3

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

- Teachers Day is celebrated on the birth anniversary of Dr. Radhakrishnan on 5th September every year.
- Vachan Prerna Divas [Inspire to read] is celebrated in college on occasion of Dr. APJ Abdul Kalam,s birthday on 15th October.

- Marathi Bhasha Divas was celebrated on 27th February on occasion of Marathi poet Shri Vishnu Vaman Shirodakar [Kusumagraj]. Students and teachers was participated in the programme.
- Hindi Divas is celebrated every year on 15th September. College organized Intercollegiate Debate competition on the day. Hindi department of college celebrated ‘ Hindi Saptah’[a week long celebration in form of various competitions].
- Munshi Premchand Jayanti is annually celebrated in college - Students and teachers participate and presented story reading, Drama based on story etc.
- Hindi Department celebrates the birth and death anniversaries of eminent writers
- 2nd October, Birth anniversary of Mahatma Gandhiji is celebrated by organizing various activities in the week, like Swachh Bharat Abhiyan, Gandhi Vichar Exam, Visit to Mani Bhavan, Group discussions on ideology of Mahatma Gandhiji
- On the birth anniversary of Swami Vivekanand, Youth Awareness Programmes are organized and students also visit and participate in Leadership programmes organized by Ramkrishna Mission, Khar.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Financial Functions -

- Books of Accounts are Audited – Internal Audit and Statutory Audit is conducted. The external Auditor scrutinizes and verifies the income and expenditure, Balance Sheet and other relevant documents and submits the report to the Management.
- Timely filing of Income Tax Returns
- Issue of Form 16 and details of Tax deducted
- At least three Tender Quotations are invited for contracts, purchase of software, assets, etc. which is discussed with the management in the meetings.
- Annually Publication of Financial Statements and Budgeted Statement of Accounts

Academic Functions -

- There is academic committee in the college which monitors the academic activities of the college.
- Academic calendar is prepared at the beginning of the academic year
- Admission is an online process
- The rules and regulations of the college are published in the college Prospects.
- Revaluation of answer scripts are carried out whenever the students apply for it.
- Teachers submit Lesson Plans at the beginning of the academic year.
- Academic matters are discussed in the College Development Committee meetings and action plan taken.
- Library committee meetings are conducted with Principal and Departmental Heads.

Administrative and auxiliary Functions -

- Various committees are formed to organize and monitor the different activities of the institution.

- There is anti-ragging committee in the college for prevention of ragging
- Important notices regarding college are regularly posted in the college website to ensure complete transparency in all its functioning.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE - I

1. **Title of the practice**: **Shaping Communities through Extension Activities**

2. The context that required initiation of the practice: To sensitize students about community issues and to involve them in community service and subsequently make them aware about significant social issues.

3. **Objectives of the practice**:

- To sensitize students about the necessity of community involvement.
- To interact with the inmates of various Community centers, sensitize the students to the problems of community.
- To involve students in Philanthropic activities and make them socially responsible and develop values of compassion and selfless service.
- Extension activities through educational programs can play a significant role in shaping communities and bring about positive impact.

1. **The Practice**: Students are engaged in the following community outreach activities:

- Community welfare activities such imparting income generating skills, health awareness talks, etc. in the adopted area i.e. Shimla Nagar Slums and Sanjay Gandhi National Park.
- Visits to old age home
- Clean the Beach drive
- Medical camps - Thalassemia Minor detection camp, eye check-up camp, general health check –up, etc.
- *Swachh Bharat Abhiyan*– college and community
- Community Awareness Programmes - Blood Donation Awareness, Diabetes Awareness Camp, literacy, Cleanliness, gender discrimination, etc. in association with NGO’s, Rotract Club, etc.
- Visit to orphanage
- Conducting Street Plays - on road and railway safety, gender issues, literacy

1. **Obstacles faced if any and strategies adopted to overcome them**: -

Limitation of funds: For providing facilities and infrastructure development.

Restriction of time: Students must balance their studies; regular lectures, projects, internal assessment and Semester end examinations with extension activities. Several activities are also conducted on Sundays and holidays so that students can devote more quality time to community service.

1. **Impact of the practice: -**

- Community service was an enriching learning experience that developed leadership and organization skills in students, improves communication ability and empathy among the student volunteers.
- Students felt a sense of satisfaction by rendering sincere community services for the welfare of the society.
- Students are sensitized about various social issues.

1. Resources required: Financial and Human resources

8. Contact person for further details: Dr. Santosh Kaul Kak, Officiating Principal

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BEST PRACTICE - II

1. **Title of the Practice**: **Youth Empowerment through Education and Skill Development**

1. **Objectives of the Practice**:

- To empower economically and socially underprivileged students through education.
- To promote overall development of our students, by focusing on: Academic Excellence, Employability Skills and Self-employment training.
- Making skill development an integral part of education.
- To increase access to decent employment and entrepreneurial opportunities.
- To increase the efficiency of students and productivity through appropriate awareness, knowledge and practices.

1. **The Context**: the contextual features or challenging issues that needed to be addressed were-

- It was observed that many economically weak students were unable to pay their fees on time.
- Sometimes students are unable to attend lectures as they are either married, young mothers or must work due to financial problems at home.
- Lack of motivation at home as some students are the first-generation learners.
- Students lacked employability skills as a result dearth of job opportunities.

1. **The Practice**:

- Provisions are made by the faculty to pay the fees in entirety if the students cannot afford fees.
- Permission granted to economically weaker students to pay their fees on instalment basis
- To design the internal assessments appropriate to the syllabus concerned and to intentionally design them to develop employability skills among students.
- promote overall development of our students, by focusing on:

Academic Excellence, Employability Skills and Self-employment training.

- Those students who are unable to attend regular lectures are guided individually and given notes so that they can appear for the exams.
- Counselling is provided free of cost.
- Scholarships are provided as part payment of fees by Marwadi Sammelan, College Management.
- College welfare funds are also utilized to support economically weak students.
- Emphasis on developning employability skills is being practised by way of internal assessments focused to develop the skills.

1. **Obstacles faced if any and strategies adopted to overcome them**: -

- Limitation of funds to assist students financially.

Strategy adopted – financial assistant from Management, Welfare funds, faculty contribution, etc. are utilized to overcome the obstacles.

- Difficult to motivate students to pursue higher education and also to pursue employability skills training.

Strategy adopted – counselling and orientation conducted to overcome the obstacles.

1. **Impact of the practice: -**

- Students acquired employability skills - in developing a New Product Campaign with proper conceptualization, branding and packaging. And also to analyze time series of World Bank GDP data of one or two countries. They use Excel for data analysis, make appropriate diagrams and write data analysis in brief.
- Students acquired skills such as, understanding problems, procedures and problem solving, creative or analytical thinking, writing simple statments of analysis of quantitative data, use of information technology.
- Motivation of students increased, and they became more interested and receptive about higher education. Some students unwilling/ unable to continue their education ultimately finished their graduation and post- graduation .
- The families of married and conservative students who were initially opposed to the idea of providing higher education to their children became supportive.

1. **Resources required:** Financial resources

8. Contact person for further details: Dr. Santosh Kaul Kak, Officiating Principal

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Promotion of National language Hindi

The Mission of the college is 'Empowerment of women through academic excellence, promotion of the national language Hindi, cultural awareness and contribution towards nation building", accordingly the college tirelessly attempts to promote Hindi language. The Department of Hindi has not only been active in teaching Hindi Language and literature in the college, but also has played an important role in the dissemination of Hindi language by conducting a number of competitions and activities at collegiate and intercollegiate level.

Hindi *Pakhwada* (Hindi week) is an annual event of the college which is celebrated from 14 September, Hindi Diwas Day. It is celebrated as an event every year on 14th of September, because the Hindi language was first adopted by the Constituent Assembly of India as the official language of the Republic of India on 14th of September in 1949. Activities and competitions such as Essay writing competition, Debate, *Kavya-Paath, Bhashan-AshuBhashan, Antakshari* are organized during the week. These events provide a platform for students to communication and express their views in Hindi, thereby contributing to the promotion of the language.

Inter-collegiate Debate competition

Inter-collegiate Debate competition is a very significant annual competition of the college, as large number of students from various colleges of Mumbai participate. Topics of current concern are chosen for the debate and winners are presented with cash prizes. There are also consolation prizes to motivate non-Hindi speaking students to participate in the debate.

Inter-collegiate *SwarachitKavita*, self-composed Poetry competition

Inter-collegiate *SwarachitKavita*, self-composed Poetry competition is conducted the college every year, to encourage students to horn their creative skills and at the same time to promote Hindi language. Eminent poets are invited to judge the competition and to guide and motivate the students.

Inter-collegiate Bhajan competition

Annual Inter-collegiate Bhajan competition not only promotes Hindi but also other Indian languages. Legendary singers are invited to judge and motivate the students with their *bhajans*. Three cash prizes, two consolation prizes and a rotating shield are given to the winners respectively.

Conferences and Seminars at National level and State level are organized

The Hindi department organizes National and State level seminars and conferences in which Faculty members of various colleges present papers which are published in ISBN books. On the occasion of "Premchand jayanti" *Katha- Kathan Pratiyogita* is organized every year in the college. Such academic activities also assist in promotion of Hindi language.

Documentary and Film screenings;

Documentaries and Hindi films of current and literary concerns are screened regularly for students. These activities are followed by group discussions and presentations which enable the students to understand, comprehend and appreciate literary genres of Hindi language.

Hindi Plays, theatre Visits, Street plays and culture exchange programmes

Prominent theatre groups are invited to present plays in the college and students are also taken to theatres to witness prominent educational plays. Students are given training to present street plays on social, current issues. The college also organizes culture exchange programmes to promote Hindi language.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

The college contributes to community activities through NSS.The college has 300 active NSS volunteers and three Programme Officers, who work with various organizations and NGO's such as

Concluding Remarks :

B.M.Ruia college is committed to empowerment of students through education and their overall personality development. Students are encouraged to pursue higher education and assistance is provided in the form of remedial teaching, personal coaching, counselling, bridge course, etc. The college promotes gender equity and sensitivity through various gender equity promotion programmes moreover several activities are conducted for the promotion of national values and communal harmony. The college also a very active NSS Cell which engages students with the local community. Students are involved in community service activities which enlightens them and brings about awareness about various social issues. Environmental consciousness and cleanliness activities are also conducted regularly. The Cultural cell of the college trains students in various vocational skills and assists in their personality development.B.M.Ruia college is committed to empowerment of students through education and their overall personality development. Students are encouraged to pursue higher education and assistance is provided in the form of remedial teaching, personal coaching, counselling, bridge course, etc. The college promotes gender equity and sensitivity through various gender equity promotion programmes moreover several activities are conducted for the promotion of national values and communal harmony. The college also a very active NSS Cell which engages students with the local community. Students are involved in community service activities which enlightens them and brings about awareness about various social issues. Environmental consciousness and cleanliness activities are also conducted regularly. The Cultural cell of the college trains students in various vocational skills and assists in their personality development.

6.ANNEXURE

1.Metrics Level Deviations

<table>
<tr><td>Metric ID</td><td>Sub Questions and Answers before and after DVV Verification</td></tr>
<tr><td>1.1.2</td><td>Number of certificate/diploma program introduced during the last five years

1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years
Answer before DVV Verification:
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>03</td><td>01</td><td>01</td><td>02</td><td>06</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr>
</table></td></tr>
<tr><td>1.1.3</td><td>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years
Answer before DVV Verification:
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>5</td><td>1</td><td>0</td><td>0</td><td>2</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>5</td><td>1</td><td>0</td><td>0</td><td>2</td></tr>
</table></td></tr>
<tr><td>1.2.1</td><td>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

1.2.1.1. How many new courses are introduced within the last five years
Answer before DVV Verification : 162
Answer after DVV Verification: 157</td></tr>
<tr><td>1.2.3</td><td>Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years
Answer before DVV Verification:</td></tr>
</table>

2017-18	2016-17	2015-16	2014-15	2013-14
196	173	341	308	243

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
196	173	341	308	243

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years

Answer before DVV Verification : 16

Answer after DVV Verification: 16

1.3.3 Percentage of students undertaking field projects / internships

1.3.3.1. Number of students undertaking field projects or internships

Answer before DVV Verification : 51

Answer after DVV Verification: 15

Remark : As per the HEI data attached with the Metric in response.

2.1.1 Average percentage of students from other States and Countries during the last five years

2.1.1.1. Number of students from other states and countries year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	7	10	6	6

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	06	10	6	04

Remark : As per the HEI data attached with the Metric in response.

2.1.2 Average Enrollment percentage

(Average of last five years)

2.1.2.1. Number of students admitted year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

431	437	429	451	414

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
184	151	202	204	131

2.1.2.2. Number of sanctioned seats year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1060	1060	1060	1060	1060

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
380	380	380	380	380

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
76	64	65	52	57

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
29	15	25	22	19

Remark : The HEI has included not only the Fresh admissions but Second /third year returning students also in the numbers The HEI was requested to furnish a certificate that these admissions are actual students admitted from the reserved categories as FRESH ADMISSIONS and does NOT include the Second/third year returning students. However the data is cleaned for input.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

2.3.2.1. Number of teachers using ICT

Answer before DVV Verification : 19

Answer after DVV Verification: 18

2.3.3 Ratio of students to mentor for academic and stress related issues

	2.3.3.1. Number of mentors Answer before DVV Verification : 19 Answer after DVV Verification: 16
2.4.3	Teaching experience per full time teacher in number of years 2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 238 years Answer after DVV Verification: 229 years
2.6.3	Average pass percentage of Students 2.6.3.1. Total number of final year students who passed the examination conducted by Institution. Answer before DVV Verification : 120 2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution Answer before DVV Verification : 141 Answer after DVV Verification: 144
3.1.2	Percentage of teachers recognised as research guides at present 3.1.2.1. Number of teachers recognised as research guides Answer before DVV Verification : 08 Answer after DVV Verification: 00
3.1.3	Number of research projects per teacher funded, by government and non-government agencies, during the last five year 3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years Answer before DVV Verification : 0 3.1.3.2. Number of full time teachers worked in the institution during the last 5 years Answer before DVV Verification : 0 Answer after DVV Verification: 23
3.3.1	The institution has a stated Code of Ethics to check malpractices and plagiarism in Research Answer before DVV Verification : Yes Answer After DVV Verification: No
3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
01	11	10	09	07

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	11	10	09	07

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
04	01	03	01	01

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
14	18	14	16	17

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
17	14	17	16	18

Remark : As per the HEI data attached with the Metric. The HEI has not linked the photographs with the reports. Most of the photographs appear to be of similar activities rather than identify and be specific to the activity and date. Visits to places of interest, Gender equity programs and literacy day or career/stress management related activities have not been considered.

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
300	300	300	300	300

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
265	237	220	208	176

Remark : As per the HEI data attached with the Metric. The HEI has included the same activities as in 3.4.3. NSS and NCC activities are not to be considered here as these form part of earlier Metric. Copy of circular/brochure/ report of the initiative/ photos of the initiatives/ news report published. One student taking part in MORE THAN ONE activity in an AY would count as ONE ONLY.

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
27	28	23	21	14

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
08	21	10	12	04

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	0	0	0

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
360510	310510	190510	40510	130510

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3.61	3.11	1.91	0.41	1.31

4.2.5 Availability of remote access to e-resources of the library

Answer before DVV Verification : Yes
Answer After DVV Verification: Yes

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer before DVV Verification : >=50 MBPS
Answer After DVV Verification: 5-20 MBPS

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Answer before DVV Verification : C. Any 3 of the above
Answer After DVV Verification: D. Any 2 of the above

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12	2	2	3	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
10	2	2	3	01

6.3.4

Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	9	4	6	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	8	6	2	1

6.5.3

Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
31	22	21	37	31

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
31	21	16	34	27

6.5.4

Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action

3. Participation in NIRF

4. ISO Certification

5. NBA or any other quality audit

Answer before DVV Verification : C. Any 2 of the above
Answer After DVV Verification: D. Any 1 of the above

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	7	8	10

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
06	04	06	07	09

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Answer before DVV Verification : B. At least 6 of the above
Answer After DVV Verification: D. At least 2 of the above

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	00	00

	Remark : The HEI has mentioned various strength and challenges that its location in Bombay offers. Further whereas in 7.1.11 the HEI has reported the Number of initiatives and activities undertaken taken to engage with and contribute to local community year-wise, no activity has been listed which takes advantage of the location or any element which posses a challenge as disadvantage. Issues such as nasha Mukti, medical check up, educational visits and seminar/guest lectures that do not address locational advantages and disadvantages have not been considered. Vist to Stock Exchange even though without a detailed report and photographic support has been considered.
7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

7.1.12	Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff Answer before DVV Verification : Yes Answer After DVV Verification: No

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 212 Answer after DVV Verification : 354
2.3	Number of outgoing / final year students year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
142	140	96	141	140

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

	144	143	101	148	140

3.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
19	18	19	19	18

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
18	17	18	18	17

4.2 Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2237078	3256966	2206571	2132563	2146184

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
22.30	19.35	22.63	21.40	21.46