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INTERNAL QUALITY ASSURANCE CELL (IQAC) FACULTY DEVELOPMENT PROGRAMMES ORGANISED

Academic Year 2019-20

Workshop on 'Filling and Submission of AQAR under new NAAC Methodology' was conducted on 1st July, 2019. Dr. Anita Jacob briefed the teachers about filling AQAR as per the revised framework. She gave an overview of the Workshop attended on the changed Methodology adopted by NAAC to submit AQAR online. 15 teachers participated in the workshop.

Faculty Development Programme - Internal Quality Assurance Cell (IQAC) conducted a Faculty Development Programme on "New Teaching Pedagogy in Higher Education Institutions" from 4th July - 24th July 2019 for the Staff members. 19 Teachers from Degree and Junior College attended the FDP. Ms. Swati Vaidya, Dr. Nooruzia Qazi and Ms. Kavita Patil conducted hands on training sessions on Creating Moodle Account and Course Content; Creating Webpage and Uploading Educational Resources using Google Sites; OERs, Freeware and Paid sources; Creating and Managing Blogs; Using Apps for Online Teaching, Learning and Evaluation; Animations; Speech to Text, Audio tools, voice modulation; Security Issues; Creating Google Forms; Online Assessment Tools; and many other resources.

"Enhancing Teaching Pedagogy in Higher Education through ICT Skill Development"

The Faculty Development Programme, conducted by the Internal Quality Assurance Cell (IQAC), aimed to address the need for updated teaching methodologies in higher education. Hands-on training was provided to the staff members. The COVID-19 pandemic necessitated the rapid adoption of online teaching, making ICT skills crucial for educators.

Objectives:

• Equip staff members with modern teaching pedagogies for higher education institutions.

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- Enable educators to effectively utilize Information and Communication Technology (ICT) tools in their teaching.
- Prepare faculty for the shift to online teaching, which became imperative during the COVID-19 pandemic.

The Faculty Development Program 'New Teaching Pedagogies in Higher Education Institutions' included a comprehensive curriculum covering various aspects of ICT in education, such as:

- Creating Moodle Accounts and Course Content.
- Developing Webpages and Uploading Educational Resources using Google Sites.
- Utilizing Open Educational Resources (OERs), freeware, and paid sources.
- Creating and Managing Blogs.
- Implementing Apps for Online Teaching, Learning, and Evaluation.
- Exploring animations, speech-to-text, audio tools, and voice modulation.
- Addressing security issues related to online teaching.
- Creating Google Forms for assessment.
- Familiarizing participants with online assessment tools and other relevant resources.

Faculty members who participated in the Faculty Development Programme demonstrated enhanced teaching quality and effectiveness. Staff members gained practical skills in using ICT tools for teaching and learning. They integrated ICT tools into their pedagogy, leading to more engaging and interactive lessons. Testmoz, Kahoot, Google Forms for conducting online Quiz. Improved teaching pedagogies led to enhanced engagement and learning outcomes for students. Students benefited from multimedia-rich learning experiences, which contributed to a deeper understanding of course resources, videos, animations, infographs, mindmaps, etc. Student feedback and evaluations indicated a high level of satisfaction with the use of ICT in the classroom. Students appreciated the dynamic and interactive learning environments created through these technologies. As a result of the

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faculty's exposure to ICT during the faculty development program, they were better prepared to transition to online teaching during the COVID-19 pandemic. This adaptability ensured the continuity of education during challenging times. Faculty members began to implement innovative teaching practices and assignments, such as advanced multimedia presentations, online discussions, and sharing resources on faculty designed webpages, YouTube channels, blogs, which enriched the learning experience. Faculty members gained confidence in their ability to use ICT tools effectively in teaching. They became more willing to experiment with new technologies and adapt to changing educational trends. It enhanced peer collaboration among faculty members, leading to the sharing of successful ICT integration strategies and best practices. This collaborative environment contributed to ongoing improvement.

The challenges faced were, lack of access to advanced ICT tools and resources, hindering the implementation of cutting-edge teaching methods. The financial constraints made it difficult to invest in acquiring the necessary ICT tools and resources for faculty development. Not all classrooms were equipped with technology.

Resources Required: Securing additional financial resources to invest in advanced ICT tools and resources for teaching and learning is essential. Seeking grants from government and organizations that support educational technology initiatives could be explored. Priority should be given to upgrade Classrooms with modern technology infrastructure to ensure uniform access to ICT resources for all faculty members. Enhancing internet speed and reliability across the campus is crucial. Provide ongoing training and professional development opportunities for faculty and staff to effectively use available ICT tools and resources. Workshops, seminars, trainings and access to online courses should be provided.

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Faculty Development Program 'New Teaching Pedagogies in Higher Education Institutions' organised by IQAC from 4th to 24th July, 2019

Workshop on Mentorship Programme was conducted on 29th August, 2019. Ms. Swati Vaidya briefed the Teachers about structuring the Mentorship Programme, preparing Forms, Templates, Assessment Criteria, etc. 18 Teachers participated in the Workshop. During the brainstorming session, teachers shared their views, opinions and the suggestions were incorporated.

Workshop on Academic Performance Indicator (API) was conducted on 4th September, 2019. 12 Teachers attended the Workshop. Ms. Sumita Guha briefed the teachers about the API Scores and guidelines for Career Advancement Scheme (CAS) Promotion. She shared the knowledge provided in the workshop attended on Career Advancement Scheme and the amendments.

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Guest Lecture on 'Intellectual Property Rights' on 16th March, 2020 was organised by Department of Hindi. Dr. Vijay Malhotra, Retired Director, Indian Railway, was the Resource Person.

Online Training on MIS Software for Data Management was conducted from 15th – 30th May, 2020 for 8 Non-Teaching Staff and 4 Teaching Staff to effectively use the Centrico MIS Software. 15 Days Online Training Sessions were conducted for the Administrative and Accounts Department.

ONLINE TEACHING METHODS AND ICT TOOLS USED BY FACULTY

All teachers have continuously been using online resources and ICT Tools for effective Teaching Learning process. Even during the lock down period since mid-March, 2020, the teachers reached out and engaged with the students through online mode using educational technology. They used ICT Tools for Teaching Learning, Research, for developing and sharing online content, e-resources, communicating, mentoring, counselling, solving queries, during the lock down period. Some of the ICT Tools, techniques and platforms used are: Power Point Presentations, Video Lectures, Google Classroom, Zoom Video Conferencing, Screencast-O-Matic, Personal Website, Mobile Apps, YouTube Videos, Audio Files, Internet Links, Websites, WhatsApp, Emails, MOOCs – e-PG Pathshala, SWAYAM, NCERT, Shodhganga, Google Forms-Online Evaluation of Quiz, Padlet, Soft copy of study material, etc.

NATIONAL WEBINAR ON "DESIGNING GOOGLE FORMS AND INTEGRATING CERTIFICATES" AND "CREATING WEBSITE ON GOOGLE SITES"

Department of Commerce and Department of Sociology under the aegis of Internal Quality Assurance Cell (IQAC) jointly organised a National Webinar on "Designing Google Forms and Integrating Certificates" and "Creating Website on Google sites" on 27th May, 2020. The Resource Person was Mr. Santosh Popade, Head, Department of Mathematics and IQAC Coordinator, Sant Tukaram College, Parbhani, Maharashtra. 363 participants from all over

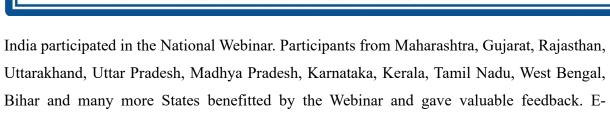
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Certificates were mailed to all participants.

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FACULTY DEVELOPMENT PROGRAMMES ORGANISED

Academic Year 2020-21

One Week Online Faculty Development Program on 'Developing E-Content using Digital Tools for Online Teaching' organized by Internal Quality Assurance Cell from 13th June to 19th June 2020.

"Video Creation – Video Recording with PowerPoint, by Dr. Nooruzia Qazi

"Creating and Recording of Video Lecture using Renderforest and Zoom" and "Creating Google Classroom and Integrating Google Meet & Zoom using Google Calendar" by Dr. Ganatra Kashyap

"Using Digital Tools 'Testmoz' for Quiz and 'Picktochart' for Designing Infographic Content" by Dr. Anita Jacob

"Creating a Video Lecture Using Screencast-O-Matic and Uploading it in Google Classroom" Dr. Kavita Patil

"Creating and Uploading Videos on You Tube" by Ms. Sumita Guha



FACULTY DEVELOPMENT PROGRAMME ON "INVESTOR AWARENESS"

Faculty Development Programme on "Investor Awareness", was organised in collaboration with Board of Industry-Academia Partnership (BIAP), on June 27, 2020 at 4:00 pm, for Degree and Junior College Teachers. The Resource Person Dr. Atul Sathe, Assistant Professor, Department of Accountancy, HR College of Commerce and Economics, spoke on Stock Markets and Mutual Funds. Around 35 teachers attended the FDP Online.

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Five days International Yoga Day Programme –

B. M. Ruia Girls' College and Sitaram Deora Institute of Management Studies Mumbai, affiliated to S.N.D.T. Women's University Mumbai celebrated International Yoga Day 2020. The five day long programme started on 17th June 2020 and ended on 21st June 2020. Students, Alumini, Parents, Academicians and Community members participated in the event conducted over the period of 5 days. Details, day wise, have been given below:

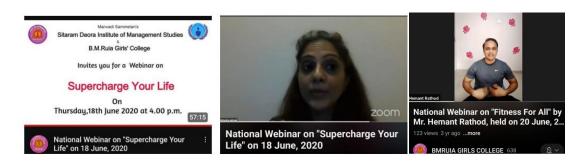
Day 1, 17th June 2020: The NSS Unit of the college conducted a survey and a competitive quiz on 'Health and Yoga awareness'. This survey was conducted to understand the awareness of Yoga among people living in the Mumbai Metropolitan Region (MMR) during the lockdown period (June 17 - June 20, 2020). 161 volunteers participated in the survey. Cultural committee, sports committee and NSS unit in collaboration with IQAC of the college conducted a National level "Yoga Awareness" quiz. More than thousand participants participated in the quiz from various regions of the country.

Day 2, 18th June 2020 – Cultural committee, sports committee and NSS unit in collaboration with IQAC of the college conducted a National level Webinar on "Supercharge Your Life" by Lifestyle Success coach Ms. Natasha Advani from 4:00 – 5:00 pm on Zoom and Youtube.

Day 3, 19th June 2020- Cultural committee, sports committee and NSS unit in collaboration with IQAC of the college conducted a National level Intercollegiate "Surya Namaskar Competition".

Day 4, 20th June 2020- Cultural committee, sports committee and NSS unit in collaboration with IQAC of the college conducted a National level webinar on "Fitness for all" by Fitness expert Mr. Hemant Rathod from 5:00-6:00 pm on Zoom and Youtube.

Day 5, 21st June 2020 – Cultural committee, sports committee and NSS unit in collaboration with IQAC of the college conducted a National level Webinar on "Building up Strength and Immunity through Yoga To fight with COVID-19" by Yoga expert Shri Sukhdev Shastri from 10:00 am— 12:00 noon on Zoom and YouTube.



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FACULTY DEVELOPMENT PROGRAMMES ORGANISED

Academic Year 2021-22

5 DAYS ONLINE CERTIFICATE PROGRAMME ON DISASTER PREPAREDNESS FOR STUDENTS & STAKEHOLDERS

7TH TO 11TH JUNE, 2021 IN COLLABORATION WITH

MUNICIPAL CORPORATION OF GREATER MUMBAI

Disaster Management Department

DAY 1

7TH JUNE 2021

The Internal Quality Assurance Cell of our college, in association with the Department of Commerce and Department of Sociology in collaboration with the Disaster Management Department of Municipal Corporation of Greater Mumbai (MCGM), organized a "5 Days Online Certificate Programme on Disaster Preparedness" for the SYBA, SYBCOM, SYBMS students, their family members, Alumni, Teaching and Non-Teaching Staff. The online Training was conducted through Google Meet and had more than 85 participants which included, students, alumni and stakeholders who attended and participated in the training program.

The Online Training Programme on 7th June 2021 commenced with the prayer song offered by Smt. Shruti Ranade, Associate Professor in Psychology, counsellor of college counselling cell "मंत्रणा," and the teacher-in-charge of Cultural Committee of our Institution. The Resource Person, Mr. Rajendra Lokhande, Shift in Incharge, Disaster Management Dept MCGM, was given a formal introduction by the HOD of Commerce Department and the IQAC Coordinator of the college, Dr. Ms. Nooruzia Qazi. Principal Dr. Santosh Kaul Kak urged the students to prepare themselves for difficult and challenging times by becoming informed and skilled at managing and facing unexpected disasters in their surroundings.

The resource person of the day, Mr. Rajendra Lokhande, began the session tutoring the students about rules and regulations to be adopted by everyone to keep oneself protected during the

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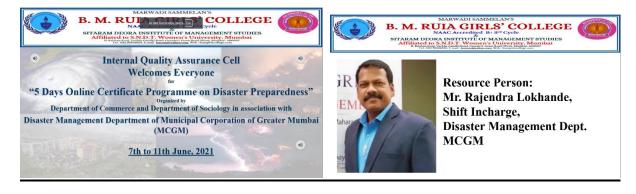
pandemic. He explained the importance of handwashing with the acronym 'SUMANK thoroughly.'

He explained the concept of disaster through 6 principles that he commonly noticed during times of disaster.

- 1. Do not Panic
- 2. Calm down
- 3. Don't Run. Walk Fast
- 4. Do not spread rumors and don't believe them.
- 5. Apply presence of Mind.

Through examples from everyday life and interactive sessions with the students, he drove home the truth that these principles have to be followed if we attempt to prevent material loss, human loss, and environmental loss.

He conveyed the vital information to students that knowledge dispels fear. He urged students to be aware of their surroundings so they can be prepared to face any disaster. He explained the various essential concepts about disaster management such as Hazard, Vulnerability, and Risk. He explained through presentations how if the risk is identified early, it can reduce disasters. In conclusion, he encouraged the students to become involved in small ways to identify threats that can likely turn to a disaster and remove them. He urged the students to actively educate their families and society to spread awareness in managing disasters.



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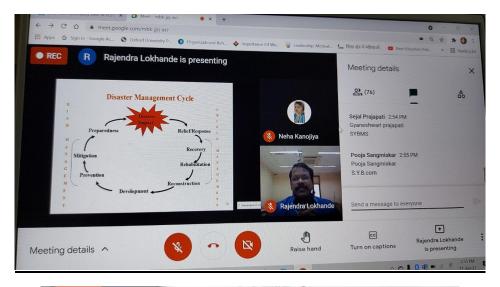


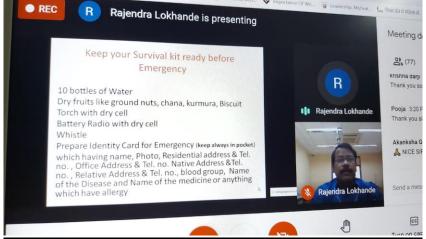
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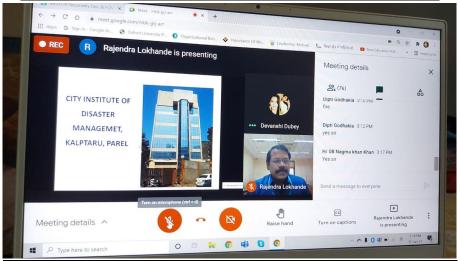
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DAY 2

8TH JUNE 2021

The resource person of the 2nd day was Mr. Rajendra Lokhande, and he gave a recap of his lecture conducted yesterday. He reiterated the significance of having to remain calm and have the presence of mind in handling situations when disaster arises. He said that Exposure-Vulnerability -Hazard must never be together as it may lead to risk.

He checked with the students if they shared their learnings with other family members. The lecture began with the resource persons focusing on the difference between Disaster and Hazard. He explained through an actual incident how Palghar District has been facing earthquake hazards in the past few years without resulting in disaster. However, such hazards he said could trigger disaster anytime and cautioned the audience to be vigilant and prepared. Through a chart, he explained the difference between a manmade disaster and a natural disaster. According to him, India is plagued by hazard vulnerabilities like landslides, floods, cyclones,

Highlighting the city of Mumbai through a map, he spoke about vulnerabilities triggered by the slums of Mumbai, Overcrowded trains, highly congested roads, long unidirectional corridors with no parallel service roads.

drought, and various man-made hazards.

He spoke about the need for every residential building to plan for structural audit, electrical audit, and fire audit. He encouraged the students to take the lead and initiate audits into these areas.

Through another presentation, he explained why the city of Mumbai experiences flooding during rains. He explained how FloodGates are opened and closed by MCGM at regular intervals during high and low tide. He also briefed the audience about how water is supplied to different parts of the city from the lakes in Thane.

In closing, he explained that Mumbai falls in the moderate risk zone where Earthquake is possible with 6.9% on the Ritcher scale. High-Risk Zones are Raigad and Ratnagiri with 7.9%,

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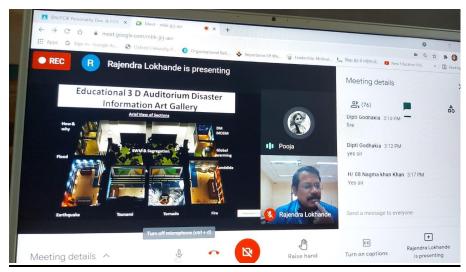
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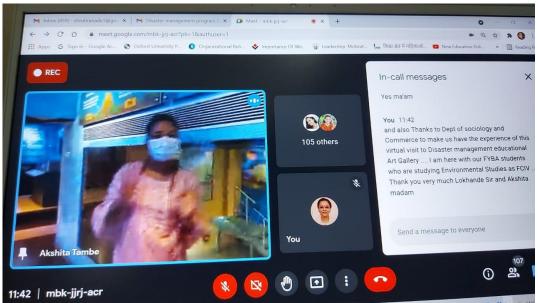
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which could again affect the Mumbai region. With this as the background, he asked the students to be ready for the next session with the answer to the following questions

- Will Mumbai experience an Earthquake?
- Has Mumbai faced Earthquake before?
- Which place in Mumbai will be affected by Earthquake?

The days session ended with a Virtual visit to Disaster Management Educational Art Gallery by Ms. Akshita Tambe, Curator, Disaster Management Department, MCGM.





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DAY 3 9TH JUNE 2021

The resource person for Day-3 was Mr. Ganesh Kharatmal, and the title of his presentation was Fire Safety- Joint Effort and Joint Responsibility. In a nutshell, he outlined the responses Fire Brigade Authorities attend to, namely Fire, Explosions, Floods, House Collapses, Aircraft Accidents, Industrial hazardous Wastes, Oxygen Leak in Hospitals, Oil pipe spills, Thunderstorm and Hurricanes, Train accidents, Terrorist Attacks, Ship fire, Landslides, Sea and Bird Rescue, Riots, etc. He introduced the concept of 'Fire' through the *Fire Triangle*. First, he explained the categories of Fire under different classes such as A, B, C, D, E and explained the combustible material in each Class. Then, with the help of a Fire Extinguisher, he explained to the students' various Fire extinguishing methods at the onsite of Fire.

He briefed the students about Portable Extinguishers as per the Class. He showed with the help of a presentation slideshow how they have to be installed and what extinguishers must be used on different extinguishing mediums. He also educated the students on how to use the Extinguisher with the acronym PASS. P-Pull, A-Aim, S-Squeeze, S- Sweep. He emphasized that everyone must be aware and educated on how to use the Extinguisher. He attributed a lack of knowledge to the reason for adopting unsound practices towards fire safety.

His presentation also included LPG- Liquified Petroleum Gas. He drew the students' attention to information written on the domestic LPG and explained how one could conclude the expiry date of that cylinder. He explained in detail various safety precautions one can take if there is a gas leak. His talk also included Fire Safety in High Rise Buildings. He covered various measures one can adopt to ensure fire leak remains contained and does not spread. He showed pictures of the Fire Safety authorities rescuing people trapped in a building caught with Fire. He spoke about the 'RefugeArea' in a building primarily built for people to take shelter for times like this. He helped the students understand common causes of Fire due to careless and casual attitudes by people towards electrical equipment and gadgets. He emphasized the need for proper wiring and installations. He informed the students about what measures they must adopt when they contact Fire or are trapped indoors with Fire. He drew their attention to

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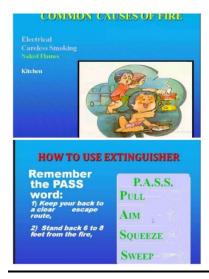
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Vehicles carrying inflammable material on highways. He interpreted various signs and symbols mentioned therein to decipher their meaning so they know how they must respond in case of emergencies. The session was very informative, and Dr. Nooruzia Qazi, IQAC Coordinator and HOD of Commerce Department ended the session with a vote of thanks.



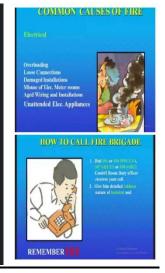












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DAY 410TH JUNE 2021

The resource person for the 4th day was Dr. Mandar Akkalkotkar, Assistant Professor from Ayurveda college. The title of his presentation was Principles of First aid, Contents, Types of injuries – Signs, Symptoms & Treatment, CPR.

He briefed about various training courses available for layperson through American Heart Association which can prove helpful during emergencies in helping other people. He talked about how most deaths happen among the younger generation because of carelessness in not following rules related to safe driving. He emphasized the importance that prevention is better than cure.

He spoke about the need to follow safety rules while driving, such as always wearing a helmet, avoiding drunk driving, wearing seat belts, etc. Finally, he addressed the students about Safety Rules to be incorporated at the workplace for laborers' safety, especially if it involved workers working in a mine, working at heights, working in factories where hazardous chemicals are used, etc. He stressed the importance of providing appropriate masks, gloves, helmets, and appropriate dress wear to workers for their safeguard and wellbeing. He informed the students about three essential First Aid principles: Preserve the life, Prevent the Condition, Promote the Recovery. He explained the meaning of First Aid, saying it is the immediate care given to the injured or sick person with minimum or no medical equipment until the entire medical treatment is available.

He spoke about the importance and utility of knowing how to contact emergency ambulance services by dialing 108 emergency numbers. Through examples, he explained how even small children could confidently call this emergency number and save the lives of people close to them in times of need. He explained the meaning of First Responders and Informers.

His session also contained a presentation where he talked about what people must do in case of emergency how they must stay calm and controlled if they must help people around them who need trouble. Through the acronym DRSABC D- Danger, R- Response, S- Shout for help,

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A- Airway, B- Breathing, C- Circulation, he communicated to the students the principles one must follow if they want to provide medical help to people.

He guided the students in various circumstances on how they must be ready to interpret their body signals like pulse and heart rate to decide about reaching a hospital near them. Then, through a question-answer session, he discussed various commonly seen emergencies like heart attack, accidents, depression, chronic blood pressure, asthma, etc. He also discussed the diseases rampant among the people during this covid Pandemic time.

The session was very informative, and Dr. Nooruzia Qazi, IQAC Coordinator and HOD of Commerce Department ended the session with a vote of thanks.

DAY 5 11TH JUNE 2021

The resource person for the 5th day of the First session was Mr. Parvin Brahmadanda, Disaster Management cell MCGM. His topic was on Stages of Search & Rescue, Rope rescue Knots, Stretcher Drill & Stretcher, Emergency Lifting Carrying Methods. He informed the students of necessary measures they can take to help people who meet with accidents. However, he cautioned students not to attempt to do anything if they are not trained to come to their rescue. With the help of actual practical visuals, he also showed the Class how to rescue accident victims through the emergency lifting of victims, tie rescue knots,make bamboo stretchers, etc. The Resource person for the second session was Mr. Rajendra Lokhande, Shift in Incharge, Disaster Management Dept MCGM. He spoke about the Disaster Management Cycle consisting of preparedness, Mitigation, Prevention, Development, Reconstruction, Rehabilitation, Recovery, Relief, and Response.

His presentation included various initiatives on Risk reduction by various task forces such as National Disaster Response Force (NDRF), City Disaster Response Force (CDRF). In addition,

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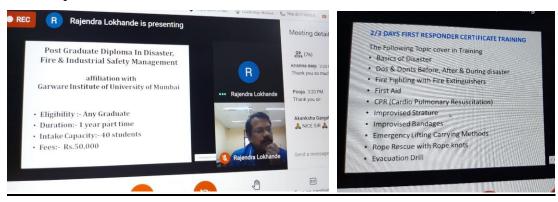
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he explained how MCGM had been consistently training Doctors, Fire officers, Security personnel to be ready to meet any emergency that could arise in the city.

He said MCGM has regular coordination with Army, Navy, Indian Coast Guard, and NDRF. He spoke about how emergency services are provided 24/7 to people in need. He mentioned benefits such as Safety, Law and order, Fire Fighting, Search and Rescue, Transport, etc., that is provided round the clock.

He advised the students to download dm.mcgm.gov.in mobile app that students can use when they want updated information about any severe disaster happening in the city. He guided them on how to use the App through a video presentation. He also mentioned various other social media platforms such as Twitter, Facebook through with information on day to day basis about city issues posted by MCGM can be accessed.

He also mentioned that various training programs are offered by MCGM that students can avail after their graduation. The program ended with students giving feedback on the training program. The valedictory session was conducted by Dr. Nooruzia Qazi, IQAC Coordinator and Head Department of Commerce.







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Maharshi Karve Best College Award 2022-23



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FACULTY DEVELOPMENT PROGRAMMES ORGANISED

Academic Year 2023-24

National Level Faculty Development Programme, June 19 to 24, 2023 on the occasion of International Yoga Day, 21st June, 2023.

The Internal Quality Assurance Cell of the college organised A National Level Faculty Development Programme on "Yoga for Well- being" from 19th June to 24th June 2023. Session on 'Healthy Lifestyle' on the occasion of International Yoga Day to mark the theme of International Yoga Day 2023 - Yoga for Vasudhaiva Kutumbakam on Monday, June 19, 2023, from 10.30 am to 12.30 pm. The Resource Person was Ms. Meena Suryavanshi, Yoga Teacher, SVT College of Home Science, Juhu Tara Road, Mumbai, Maharashtra, India. She covered prayer ☐ Gayatri Mantra, warm up exercises, and gave demonstration of kapalbhati- to avoid cold and viral fever, bhramari pranayama, bhasrika locking system pranayama, makarasan, naukasan, dhanurasan, and shavasana. 29 participants on google meet and around 25 on offline mode attended the session in Ram Prasad Poddar Auditorium of the college. Overall, 54 participants attended the session.



'Yoga: A Holistic Approach to Health and Well-being'

The Resource Person was Dr. Jyoti Chufal, Yoga Expert and Assistant Professor, Department of Yoga, Indira Priyadarshini Government Girls' PG College of Commerce, Haldwani, Nainital, Uttarakhand, India. In her tactical and theory session, firstly she covered various asanas, mudras, and pranayam starting with omkar and Gayatri Mantra followed by the cleansing

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process called jalniti and explained do's and don'ts of various asanas. She also explained the types and benefits of asanas and how yoga is a way to achieve holistic health and well-being. 52 participants attended the session in hybrid mode.

