

Marwadi Sammelan

B. M. RUIA GIRLS' COLLEGE

NAAC ACCREDITED B+ (3rd Cycle)

11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Mumbai - 400 007.

Tel.: 2380 8130 • Fax: 2380 8137

E-mail: principal1958@gmail.com / bmruia@yahoo.com

023.bmrgirlscollege@gmail.com Website: www.bmrgirlscollege

Ref. No.:

Date:

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(ACADEMIC YEAR 2019-20)

Action Taken Report of IQAC Meeting held on 26th June, 2019

1. Minutes of meeting held on 2nd March, 2019 were approved.

- 2. The Committee members were notified about the NAAC Result for 3rd Cycle of Accreditation and receipt of NAAC Certificate of Accreditation with the CGPA of 2.62 on four point scale, awarded with 'B+' Grade, valid up to May 19, 2024.
- 3. The Criterion-wise analysis and presentation was made by IQAC members, focusing on the Key Result Areas.

Analysis and interpretation of low performance key indicators relating to criteria as per NAAC Reports 3rd Cycle Assessment and Accreditation and future Plan of Action by IQAC -

Comparative Weightage scored by the institution (%) for 7 criteria

- 1. Curricular Aspects has scored much closer to 100%
- 2. Teaching Learning and Evaluation has scored greater than institutional values, it lies around the middle of 50% to 100 % mark.
- 3. Research Innovations and Extension has scored almost as same as teaching learning and evaluation.
- 4. Infrastructure and Learning Resources performance is reaching the 50% marks.
- 5. Performance in Student Support and Progression is below the 50 % Mark
- 6. Governance Leadership and Management has scored marginally above the 50%
- 7. Institutional Values and Best Practices has scored slightly more than governance leadership and management though it is perhaps below 60% marks.

Peer Team in their report submitted the scores obtained by the college, relative to national averages of all colleges for 33 key indicators as follows:

High Performance	6
Average	12
Low	10

Out of 28 indicators, performance of our college is either average or high among 18 indicators.



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Following 10 performance indicators where college has scored low and hence, needs to improve:

1.	Student enrolment	01
2.	Resource Mobilization	00
3.	Innovation Ecosystem	01
4.	Collaboration	02
5.	Library as a learning	1.65
6.	Maintenance of campus	1.5
7.	Student Progression	1.33
8.	Student Participation	1
9.	Alumni Engagement	1.6
10.	Strategy Development & Deployment	1.8

1. Measures to improve student enrolment

- Improve contact with schools, Junior Colleges in the vicinity. Meet school Principals, Teachers. Conduct collaborative programmes, competitions.
- Degree faculty to build regular contact with B.M.Ruia Girls' Junior College students as Guest lectures, etc.
- Mentorship to be implemented in an organized manner from 2019-20.

2. Measures to improve resource mobilization

- Apply for grants in research/seminar Government or Non-government, Corporate, sources/ NAAC/ RUSA
- Improve other resources though donations, Sponsorship etc. (Donations from Public, Alumni etc.)
- College to apply for research grants
- Apply for recognition as research center from University and enroll eligible faculty for research guide-ship.
- Increase research publications, Generate revenues from consultancy assignments.
- Faculty members need to undertake research oriented projects and publish research work.

3. Measures to improve Innovation Ecosystem

- College to provide conducive environment towards incubation for developing new entrepreneurship ideas.
- College to provide conducive environment towards developing tools to improve employability skills.
- College to provide conducive environment for providing marketing platform to students and alumni.



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- The college has to operationalize Business Incubation Centre to promote and foster the spirit of entrepreneurship.
- The mentors must be experts from Industry and Government agencies.
- College to conduct seminars related to Intellectual Property Rights (IPR) and Industry-Academia Innovation
- · Encourage Practices to develop new ideas and patents.

4. Measures to improve Collaboration

- College to build linkages with academic, corporate, governmental or non-governmental organizations for faculty as well as student exchange.
- Enter into Functional MOUs for ongoing activities of institutions of national repute.
- Improve scope for field trips, on-the-job training or internship for various curriculum.
- College faculty to prepare collaborative research projects or seminars.

5. Measures to improve library as a learning resource

- College faculty to promote greater use of library books, periodicals, e-book and NLIST sources by students of UG as well as PG programmes.
- College to allot library hour in the class Time-Table to students.
- College library to subscribe to UGC approved / recommended plagiarism software and become a source for ensuring qualitative learning and research by faculty and students.
- Create interest in students to intensify usage of library facilities by keeping book exhibitions, etc.

6. Measures to improve Maintenance of Campus facilities

- Better implementation of maintenance and service contracts for computers, internet connections, anti-virus software, etc.
- ICT facilities in classroom and computer laboratory to improve. More LCD Projectors required in classrooms.
- Enable fortnightly updates on college websites as per latest government guidelines.
 Hence ensure adequate web storage for forthcoming and latest events.
- Establishment of English Language Laboratory can improve the spoken English standard of the students
- Establish Commerce Laboratory
- Move towards paperless office through digitization.
- · Rain water harvesting

7. Measures to improve Student Progression

 Build feedback network with alumni of latest year to collect information on their progress or placement.



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Strengthen student placement activity. Systematize activities of Placement Cell to ensure greater contact with alumni.

Formalize placement or internship activities conducted through placement cell.

 Provide link on college website for latest year alumni to update their progression to further studies or job.

 Organize training for competitive exams to existing students, alumni and members of public.

Motivate students to pursue higher education and employability skills training courses.

8. Measures to improve Student Participation

To conduct fortnightly meetings of student council.

 Ensure active participation by student council in conducting academic, cultural, NSS, NCC, WDC, ICC and other activities conducted by various committees and departments in the college.

Make practical sessions in functional areas a mandatory component in the CIE

(Continuous Internal and Evaluation).

- Increase percentage of students undertaking field projects and internships. Prepare database of organizations and firms in which students can undertake internship.
- Active student leadership and participation in academic and administrative activities to be encouraged.
- Achievement in sports to be strengthened.

9. Measures to improve Alumni Engagement

 Alumni Association should be registered organization as per the rules specified by Charity Commissioner.

Make functioning of alumni association formal, regular and organized.

 Provide platform to alumni to share their expertise and their entrepreneurial activities by organising Trade Fair.

 To initiate development of database of alumni who can provide job opportunities to college students or alumni.

10. Measures to improve Strategy Development

Plan department specific CSR activity.

 Promote use of social media to spread awareness about events conducted in college by different departments and committees.

Develop online learning material for students to ensure flip classrooms.



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- Prepare MOOC courses to ensure online presence of the college in academic community.
- Promote enrollment of students in Swayam courses.
- Develop interdisciplinary value-added short term, certificate courses to develop specific employability skills.
- Conduct add-on courses to promote gender sensitivity, human rights and values, and professional ethics.
- Introduce Certificate and Diploma program that will enhance employment/entrepreneurial opportunities.
- Develop a robust mechanism to evaluate POs PSOs and COs
- Conduct Academic Administrative Audit also apply for ISO certification.
- Faculty to aim for awards, recognition, fellowships at State, National and International level from Government and non-government bodies.
- Mobilize grants for research projects sponsored by Government and non-government
- The perspective/strategic plan needs to be formulated identifying a clear set of Critical Success Factors (CSFs), whose successful implementation would ensure that all major statements, commitments, goals, and objectives enunciated in the Vision document would be covered meaningfully.
- Contribution from IQAC can be further enhanced to institutionalize quality practices.
- Increase linkage for faculty and student exchange extension activities.
- Implementation of E-governance in all areas of operation.
- Implementation of code of ethics to check malpractices and plagiarism in research.
- Networking with premier research institutes and reputed industry.
- Performance appraisal system that needs to be more scientific and administered to all faculty periodically. College can adopt objective based appraisal using SMART principle by fixing Key Result Areas (KRAs) that are periodically monitored which can yield better results.
- 4. Plan of Action for AY 2019-20 was prepared which included academic programmes, tentative academic calendar, co-curricular and extra-curricular activities, add-on courses.

The workshop on AQAR submission under the new NAAC methodology was conducted on 1st July, 2019. Faculty members expressed appreciation for the clarity provided on the updated guidelines.

The 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. Hands on training sessions on Creating Moodle Account and Course Content; Creating Webpage and Uploading Educational



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Resources using Google Sites; OERs, Freeware and Paid sources: Creating and Ref. No.: 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; etc. were covered.

- 5. The Departments and Committees submitted weekly Lesson Plan and Proposed Activities Calendar for the year. IQAC reviewed the same and gave suggestions. The programmes were conducted as per the activities calendar. Some of the activities organized were - Guest Lecture on 'Kabeer Aur Tulsi: Vartman Samay' by Professor Dr. Sadanand Sahi (Department of Hindi, Banaras Hindu Vishwavidyalaya) on the occasion of Tulsi Jayanti; Guest Lecture on 'Bhasha-Vigyan' by Dr. Hoobnath Pandey (Associate Professor, Mumbai University); Awareness lecture on POSH 'Prevention of Sexual Harassment of Women at Workplace' Act in association with Shri Sathya Sai Seva Organisation, The Resource Person, Dr. Sandya Advani, Founder and Principal Consultant, gave insights on the POSH Act, Vishaka Guidelines and Role of Internal Complaints Committee.
- 6. Faculty were encouraged to publish Research papers in UGC Approved Journals. Scopus, and other reputed Journals, and to present Research Papers at upcoming Seminars and Conferences.
- 7. ERP software vendors were approached, and several have conducted presentations showcasing their solutions. Discussions regarding the feasibility and suitability of these systems are currently in progress.
- 8. Certificate programs and add-on courses have been initiated, including 100-hour Computer Training course and a Basic Level Certificate Course in 'Goods and Services Tax (GST).' Plans are ongoing to introduce additional certificate courses aimed at enhancing employability.
- 9. Activities conducted under MoU with Maniben Nanavati Women's College, included - Workshop on SPSS and Hands-on Training Program at Maniben Nanavati Women's College for M. Com students on 13th, 14th & 28th September, 2019. Dr. Sandip Bhanot, Associate Professor from SIES College of Management Studies, Nerul, Navi Mumbai, was the Resource Person. Topics covered were: Statistical tools and Use of Excel, calculating measures of central tendency, correlation and regression, meaning of hypothesis- null and alternate hypothesis, chi-square test, types of scales, Installing SPSS, descriptive statistics, t test and ANOVA on SPSS, etc. An Educational visit to "Bisleri" Andheri, Mumbai was organised on 14th August, 2019, for the students of B. M. Ruia Girls' College, Gamdevi, Mumbai and Maniben Nanavati Women's College, Vile Parle, Mumbai.



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The industrial visit and tree plantation program at Tarapur Packaging Industries, in Ref. No.: collaboration with the Rotary Club of Bombay, Mid-City, was conducted on 3rd August

> 2019. Students actively participated in the tree plantation drive and gained practical knowledge of manufacturing processes.

> FY Orientation Programme was successfully conducted, accompanied by admission counseling provided by all departments. Advertisements in Newspapers, College Website, Brochure, Local cable channels, on social media and daily counseling sessions were offered to both in-house and external students to promote admission. Visits to junior colleges were organized to facilitate admissions. Orientation lectures and individual counselling was given to students, their parents and other prospective students. For PG admission, the final year students were encouraged to participate in Guest lectures, Seminar, Workshops on Research Methodology, conducted by the College and informed about the benefits of MCom, MA - Internship, Dissertation, better job prospects, etc. Degree College Teachers conducted few lectures in Junior College. Participation of Degree and Junior College students in Competitions, events, Cultural Programmes, NSS Activities, etc. were intensified.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(ACADEMIC YEAR 2019-20)

Action Taken Report of IOAC Meeting held on 18th October, 2019

Minutes of meeting held on 26th June, 2019 were approved.

The criterion data, along with the necessary documents, reports, and information, were collected and compiled for the preparation of AQAR 2018-19. Pending tasks were identified, and respective members were assigned to complete them within the stipulated timeline. Necessary revisions and modifications were made to ensure compliance with NAAC guidelines. Regular follow-ups and meetings were conducted to track progress and address any challenges.

Various workshops, guest lectures, certificate programs, and cultural events were conducted to enhance student engagement and learning. Departmental and Committee activities were organized.

Content Analysis Workshop for B.Com III, Semester VI Economics 'Issues in Indian Economy' Code 645605 was organized on 14th November, 2019.

Shrimati Sumita Devi Shrikant Dalmia Intercollegiate Competition "NIRJHAR 2019-20" was organised on 13th and 14th December, 2019. Various events in different categories such as fine arts, music, dance, literary, fashion show & indoor sports were organised in this two-day intercollegiate festival. Around 518 students from 33 different colleges in Mumbai & Thane participated in this fest. B. M. Ruia Girls' College was awarded with the "Best College of Nirjhar Trophy" and M.D College, Parel was awarded with the "Best Student of Nirjhar Trophy". The Prize Distribution Ceremony was chaired by Advocate Sushil Vyas, (President, Marwadi Sammelan), Shri Shrikant Dalmia, (Trustee of Marwadi Sammelam and Convener of



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B. M. Ruia Girls' College) was the Chief guest at the Prize Distribution Ceremony. Winners of various events were awarded with the prizes.

Students participated in Trade Fair 'UNNATI' organised on 11th December, 2019. Students participated and exhibited various stalls in the category of food, jewelry, handicraft items, garments etc. It provided them a platform to hone their entrepreneurial skills and strengthen their business acumen.

Educational Visit to Bombay Stock Exchange was organized on 18th and 19th December, 2019. An Educational Visit to BSE Dalal Street Lit Fest was organised for the students. 18 students of FYBCOM and 5 students of TYBA visited BSE on 18th December, 2019 and 57 students of TYBCOM and TYB.A., participated in the "BSE Dalal Street Lit Fest". Students got the opportunity to attend Sessions on Finance, Economy, Literature and listen to eminent personalities. They interacted with Ms. Sabira Merchant and learn about good interpersonal skills and professional etiquette.

Educational Visit to Securities Exchange Board of India (SEBI) was organized on 3rd March, 2020. 30 students of TYBCOM visited the SEBI Building, situated at Bandra Kurla.

An Educational Visit to RBI Monetary Museum was organised for the students of T.Y.B. Com and BMS. 54 Students visited the museum which shows the evolution of currency from barter to coins to paper money and, later to e-money. The presentation captured the journey of the monetary system in the Indian Sub-Continent. The coinage section had coins that date back to the 6th century B.C. Students were taken to galleries in the museum where coins, paper money and other artefacts were preserved.



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Certificate Program in Financial Markets -Sales and Operations by Bombay Stock Exchange Institute Limited was conducted from November, 2019. It focused on employability - In-depth understanding of Banking Finance and Capital Markets. Develop Career specific skills for Job Roles at leading Banks, capital and wealth management firms, Investment and Portfolio Management.

Employability and Skill Development Training Certificate Course - 'Career Ready Program' in collaboration with Antarang NGO was conducted from 22nd November, 2019.

PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(ACADEMIC YEAR 2019-20)

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON DECEMBER 16, 2019

The minutes of the meeting held on 18th October, 2019, were approved.

Certificate Course in Tally ERP9 with GST in association with NIIT, Grant Road was conducted from 13th January to 8th February, 2020, by DVOC Institute. 32 students enrolled and completed the Certificate Course.

'Photography Workshop' was organized on 19th October, 2019, in association with Rotary Club of Bombay Mid-City. Resource Person, Mr. Jagdish Agarwal, gave valuable knowledge on the essential skills, lighting, exposure, image quality, etc. Around 20 students attended the workshop.

Guest Lecture on Online Marketing by Ms. Amruta Pavatikar, from MET College was conducted on 27th January, 2020, for the students of TYBCOM and TYBMS. She briefed the students about the growth in Online Marketing sector and career opportunities available.

Workshop on Interview Techniques and Grooming Skills by Ms. Shushma Bhatt, Placement Manager, ICA Edu Skills Pvt. Ltd. was conducted on 26th February, 2020.

A guest lecturer on Career Opportunities in Special Education was organized on March 4, 2020. Mrs. Kanchana Roy, Assistant Professor in Department of Special Education, SNDT Women's University guided the students about various types of learning disabilities among students. She spoke on the career opportunities in the field of Special Education

Guest Lecture on 'Financial Literacy and Careers in Securities Markets' was organized on 6th March, 2020. Mr. Meraj Inamdar, Faculty from National Institute of Securities Market, Navi



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Mumbai was the Resource Person. He discussed about products, players, process and platform of Indian Capital markets as regulatory framework, and spoke about basics of understanding Trading Operations, Concepts related to Order and Trade Management, Clearing and Settlement Operations, Options and Futures. He also explained about various NISM Certifications and emphasized on how the certificate course will provide specialized knowledge and qualifications they need as an investor, trader or as a salesperson. Students were informed about the career opportunities available.

Guest lecture on 'Financial Literacy' was organized by ICICI Bank. The students were told about savings, investments and got an overview of banking transactions.

Trade Fair 'UNNATI' organized on 11th December, 2019 to develop entrepreneurial skills among students. They participated and exhibited various stalls in the category of food, jewelry, handicraft items, garments etc. It provided the students a platform to hone their entrepreneurial skills and strengthen their business acumen.

The Management Information System (MIS) and Document Management System (DMS) Software contract was given to Venus Electronics and Controls Pvt. Ltd.

The IQAC was to initiate the Online Training Sessions for the Non-Teaching Staff to effectively use the Centrico MIS Software for data management.

The programmes organized by the college were: Annual Day- Ras Phuhar on 10 January, 2020; Inter-Collegiate "Shri Ramprasad Poddar Bhajan Competition" on 16 January, 2020; Inter-Collegiate "Self-Composed Poetry Recitation Competition on 17 January, 2020



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State Level Inter-Collegiate Students' Research Paper Competition was organized on the theme 'Women and Social Media' was organized on 26th February, 2020. Students from different colleges from S.N.D.T. Women's University and Mumbai University participated in the competition and presented their papers.

Guest lecture on 'Intellectual Property Rights' by Dr. Vijaykumar Malhotra, Retired Director, Indian Railway was organized on 16th March, 2020.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(ACADEMIC YEAR 2019-20)

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 16TH MAY, 2020

The minutes of the meeting held on 16th December, 2019, were approved.

Online Tools for Teaching, Learning and Evaluation, G Suite for Education, Video Conferencing- Zoom, Google Meet and Microsoft Teams were used since mid-March, 2020 (during COVID-19 lockdown). IQAC facilitated Online Tools and Online Platforms for conducting Online Lectures, Webinar, Workshops, Training, etc. GSuite for Education, Zoom, LMS System. ICT Tools for Teaching, Learning and Evaluation - Teachers developed and shared online content, e-resources, etc. during the lock down period. 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, Shodhganga, Google Forms- Online Evaluation of Quiz, Padlet, Soft copy of study material, etc. Research guidance was provided to PG Students for their dissertation.

Internal Quality Assurance Cell (IQAC) conducted One Week Online Faculty Development Program on "Developing E-Content Using Digital Tools for Online Teaching" from 13th to 19th June, 2020.

- Training sessions on Online Tools for Teaching, Learning, and Evaluation were conducted, covering platforms such as G Suite for Education, Zoom, Google Meet, and Microsoft Teams starting from mid-March 2020, during the COVID-19 lockdown.
- The IQAC (Internal Quality Assurance Cell) played a crucial role in facilitating the adoption and use of online tools and platforms for lectures, webinars, workshops, and training programs.



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- Implementation of GSuite for Education, Learning Management Systems (LMS), and ICT tools to streamline virtual education.
- Faculty members actively developed and shared online content and e-resources during the lockdown period, including:
 - ➤ PowerPoint Presentations, Video Lectures, Google Classroom, Screencast-O-Matic, Personal Websites, and Mobile Apps.
 - > YouTube Videos, Audio Files, Internet Links, and Websites for supplementary learning.
 - > WhatsApp and Emails for communication and doubt resolution.
 - MOOCs platforms such as e-PG Pathshala, SWAYAM, and Shodhganga for self-paced learning.
 - > Google Forms for online quizzes and assessments, Padlet for interactive collaboration, and soft copies of study materials.
- Faculty members also provided research guidance to postgraduate students through virtual interactions and online resources for their dissertations.

Webinars attended by faculty:

Faculty attended webinar on the topics "Fundamentals of Outcome Based Education" organised by IQAC Cluster, in collaboration with Inpods on 20th March, 2020; "Role of IQAC in College Website Design and Management" on 1st April, 2020 organised by Whitecode; National Webinar on 'Assessment and Accreditation Framework for Affiliated Colleges' conducted from 14th-17th April, 2020 organized by IQAC Cluster India; National Workshop on "ICT Tools for Online Learning" from April 20 28, 2020 organised by Department of Education Technology, Teaching Learning Centre, SNDT Women's University, PMMMNMTT-MHRD, in collaboration with IQAC, SNDT Women's University, Mumbai, and many more webinars related to Research, and multi-disciplinary subjects.



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The COVID-19: Guidance and Counseling Cell was formally constituted to assist students, faculty, staff, alumni, and other stakeholders in addressing concerns related to examinations, academics, and pandemic-induced challenges.

- The cell played a crucial role in ensuring the timely and accurate dissemination of official university circulars regarding examinations, academic matters, and institutional decisions.
- Regular updates were provided through multiple digital communication channels, including; Email, College Website, WhatsApp, Telegram, Google Meet, Google Classroom, Zoom, and Microsoft Teams.
- The college's Counselling Cell 'Hall' actively provided mental health support and wellbeing sessions through digital platforms, catering to students, faculty, alumni, and their family members.
- Virtual counseling sessions, workshops, and interactive discussions were conducted to help students cope with academic stress, emotional well-being, and uncertainties related to the pandemic.

This ensured continuous academic and emotional support for the well-being of the students and stakeholders during the COVID-19 crisis

Management Information System (MIS) and Document Management System (DMS) Software. The IQAC initiated the Online Training Sessions for the Non-Teaching Staff to effectively use the Centrico MIS Software for data management. 15 Days Online Training Sessions were conducted for the Administrative and Accounts Department Staff from 15th – 30th May, 2020. Online interactions on Google Meet were organised. Feedback was conducted regularly.

The IQAC initiated online training sessions for the non-teaching staff to facilitate effective usage of the Centrico MIS Software for data management. A 15-day online training program was conducted for the Administrative and Accounts Department staff from 15th – 30th May 2020. Online interactive sessions were organized via Google Meet, allowing participants to engage in real-time discussions and resolve queries. Regular feedback sessions were conducted to evaluate the progress of the participants and ensure continuous improvement. The training enabled nonteaching staff to efficiently manage institutional records, student data, finance-related documentation, and other administrative processes using digital tools.



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B. M. RUIA GIRLS' COLLEGE

NAAC ACCREDITED B+ (3rd Cycle)

11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Mumbai - 400 007.

Tel.: 2380 8130 • Fax: 2380 8137

E-mail: principal1958@gmail.com / bmruia@yahoo.com

023.bmrgirlscollege@gmail.com

Website: www.bmrgirlscollege

Ref. No.:

Date:

National Webinar on 'Designing Google Forms and Integrating Certificates' and 'Creating Website on Google sites' was organized on 27th May, 2020 by Department of Commerce and Department of Sociology under the aegis of Internal Quality Assurance Cell (IQAC). The Resource Person was Mr. Santosh Popade, Head, Department of Mathematics and IQAC Coordinator, Sant Tukaram College, Parbhani, Maharashtra.

National Webinar on 'Writing a Winning Resume' on 29th May, 2020 was jointly organised by Department of Commerce of B. M. Ruia Girls' College and Maniben Nanavati Women's College, in association with Board of Industry Academia Partnerships (BIAP). Resource Person: Dr. Navin Punjabi, I/C Vice Principal, HR College, International Initiatives Associate, HSNC Board. More than 300 participants attended on Zoom and YouTube Live. More than 5000 views on YouTube later.

IQAC Designed Online Quiz 'MAHA QUIZ 2020' and E-Certificates on the occasion of Maharashtra Day on 1st May, 2020

PRINCIPAL B.M. Ruia Girls' College

Grant Rd., MUMBAI-7.