



Dr. Santosh Kaul Kak
Principal

Marwadi Sammelan

B. M. RUIA GIRLS' COLLEGE

NAAC ACCREDITED B+ (3rd Cycle)

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Ref. No. :

Date :

INTERNAL QUALITY ASSURANCE CELL (IQAC)

(ACADEMIC YEAR 2020-21)

Action Taken Report of IQAC Meeting held on 22nd July, 2020

1. The minutes of the meeting held on 16th May 2020 were read and confirmed.
2. All departments and Committees continued the activities in online mode. Webinars, Guest lectures, and other academic, co-curricular and extra-curricular programmes were organised in online due to the ongoing COVID-19 pandemic.
3. The teachers submitted weekly lesson plans and the proposed annual calendar of activities taking into consideration the pandemic situation. The Internal Quality Assurance Cell (IQAC) reviewed the submissions and provided necessary recommendations.
4. Online lectures, webinars, guest lectures, workshops, competitions, etc. were conducted using online tools such as Google Meet, Google Classroom, Microsoft Teams, and Zoom. Teachers provided study materials and additional resources to students and addressed their academic queries. An Orientation Session for students and parents was conducted on 13th July 2020, and online lectures commenced on 14th July 2020 for Semester III and Semester V. Faculty actively participated in online training programs, workshops, webinars, and FDPs organized by IQAC and other institutions. A one-month paid Zoom Pro subscription was procured on 17th June 2020, which facilitated various online academic activities. IQAC also initiated the subscription of a Free G-Suite Account for Educational Institutions and created official email accounts for all teachers under the college domain.



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5. The Annual Quality Assurance Report (AQAR) for the academic year 2018-19 was reviewed for submission on HEI Portal.
6. One-Week Online Faculty Development Program on 'Developing E-Content using Digital Tools for Online Teaching' was conducted from 13th to 19th June 2020. Teachers participated in Online Faculty Development Programmes, Training sessions and workshops.
7. All teachers' and non-teaching staff contact details (mobile numbers and email addresses) were shared on the college website, WhatsApp groups, Google Classroom and others, to ensure seamless communication and facilitate easy interaction between students, teachers, parents, alumni, and other stakeholders.
8. The importance of mental health initiatives was emphasized among students and stakeholders. Resources, videos, and official government links, including the Arogya App, regular yoga sessions and mental health awareness programs were conducted for the benefit of students, staff, alumni, and other stakeholders.
9. G Suite Account for Education was used by the teachers for conducting online lectures and webinars, recording their lectures, maintaining attendance, sharing study materials, collaborating on assignments, conducting quizzes and assessments, and communicating with students effectively through Google Classroom and Google Meet.
10. Certificate and Add-On Courses for students on ICT- Basic Computer Course was conducted. Certificate Course on Entrepreneurship would be submitted to IQAC for further review and implementation.
11. Internal Quality Assurance Cell (IQAC) regularly shared online tools and e-resources.



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Faculty members actively participated in various online training workshops, refresher courses, and Faculty Development Programmes (FDPs) organized by Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT), SNDT Women's University, and other universities. These programs provided valuable insights into innovative teaching methodologies, digital tools for online education, curriculum development, and student engagement strategies. The training sessions significantly contributed to the professional growth of faculty members, enhancing their ability to deliver effective and interactive online lectures. This initiative has strengthened the faculty's pedagogical skills and improved the overall quality of teaching and learning.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(ACADEMIC YEAR 2020-21)

Action Taken Report of IQAC Meeting held on 8th September, 2020

1. The minutes of the meeting held on 22nd July, 2020 were approved.
2. The Government and University directives on COVID-19 protocol under 'Mission Begin Again' were complied. Key aspects such as social distancing measures, sanitization guidelines, mask usage, health screenings, and staggered schedules were addressed. Strategies for effective implementation were formulated, challenges were identified, and necessary resources were allocated to ensure seamless adherence to the protocols. Installed Automatic Sanitizer Dispenser supplies in the College Premises in association with Rotary Club of Bombay Sealand Foundation, Rotary Club of Mumbai Downtown Sealand
3. The Final Examination, ATKT Examination, and Internal Examination were conducted in accordance with University guidelines and COVID-19 safety protocols. Examinations were conducted online using a multiple-choice question (MCQ) format. Teachers developed a comprehensive question bank for all subjects based on MCQs. Regular revision sessions and practice online tests were conducted for students to ensure preparedness. Students were assured of technical support during examination to facilitate smooth conduct of online exams. Arrangements to assist students facing connectivity issues, including alternative submission methods were communicated to students and parents in online meetings and online classes.



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4. The IQAC conducted multiple online meetings with students, parents, and stakeholders to ensure smooth implementation of the online examination process. online orientation sessions were organized to guide students on the examination process, including logging into the exam portal, answering MCQs, time management, and troubleshooting common technical issues. mock tests Conducted to help students gain confidence and familiarize themselves with the online exam format. Designated Ensured continuous communication with students and parents to resolve concerns and provide necessary assistance for a seamless examination experience. Students were allocated Faculty members with the contact numbers to support and address any technical difficulties in a timely manner.
5. The progress of the preparation of the Annual Quality Assurance Report (AQAR) for the academic year 2019-20 was regularly monitored and updated. Periodic review meetings were conducted to assess the completion status of each criterion of the AQAR. Data collection and documentation were streamlined to ensure accuracy and compliance Necessary revisions and improvements were made based on feedback from IQAC members. As some sections of the AQAR data were found to be incomplete, additional time was granted to collect, verify, and compile the necessary information. As the pandemic created uncertainties regarding the data period, additional time was granted to gather the necessary information. The criterion in-charges were informed to collect and verify the data, and the compilation process was deferred until further clarity was received from NAAC regarding the reporting requirements.



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A webinar on 'Consumerism and Financial Literacy in Covid-19 Times' was jointly organized by the Department of Commerce and Department of Sociology on December 8, 2020 in the college through Google Meet platform. Around 140 students attended the webinar. The Resource Person of the webinar was Financial Advisor Mrs. Archana Bhingarde and Mr.T.R Pandey, Project Manager from Consumer Guidance Society of India.

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Action Taken Report of IQAC Meeting held on 10th December, 2020

- The minutes of the meeting held on 8th September, 2020 were approved.
- Faculty published Research papers in UGC CARE Listed Journals.
- Despite the challenges posed by the COVID-19 pandemic, all departments and committees continued their activities in an online mode. A diverse range of academic, co-curricular, and extracurricular programs—including webinars, guest lectures, and workshops—were conducted, covering topics such as research, literature, finance, commerce, sociology, psychology, economics, gender studies, health, environment, cyber security, and entrepreneurship. Programme on "Investor Awareness" – June 27, 2020; Two-Day Workshop on "Overview of Indian Capital Markets and Indian Economy" – July 10-11, 2020; Financial Wellness Session – September 7, 2020; Entrepreneurship Skill Development Program – "Udyojakta Demystified: Anyone Can" (Sept 12 – Oct 26, 2020) – A certificate training program in collaboration with Maniben Nanavati Women's College, Department of Commerce, and NIEDIC to prepare students for business start-ups and innovation.

Department of Hindi organised *Premchand Saptah* and *Hindi Saptah* celebrations; A Guest Lecture by Smt. Vandana Sengupta (Viva Voice Academy) on the Topic 'Munshi Ji Ki Kalam Se' on 29 July, 2020; A Guest Lecture by Dr. Vishal Vikram Singh (Rajasthan Vishwavidyalaya, Jaipur) on the Topic 'Premchand Punah Punah' on 31 July, 2020; Online Inter-Collegiate Paper Presentation – '*Kathetar Gadya Sahitya: Sidhant evam Vyavahar*' – August 31, 2020; Inter-Collegiate Essay Writing Competition – '*Online Shiksha: Aavashyakta Evam Chunaatiyan*' – September 14, 2020; etc.



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National Web Symposium on Narrative in Literature and Cinema on August 18, 2020 by the Department of English

Research Cell and Department of Commerce organised Workshop on "Selection of Research Topic" – November 4, 2020; Research Methodology Sessions – *"Research Title Selection and Defining Research Objectives"* – November 8 & 28, 2020, Webinar on "Literature Research" – November 28, 2020, *"Hypotheses Framing and Determination of Sample Size"* – February 28 & March 2, 2021, *"Research Proposal Presentation"* – March 7, 2021, Workshop on "Preparing Questionnaires" – March 28 & April 6, 2021.

Guest Lecture on "Mutual Funds" – December 15, 2020, Panel Discussion on "CEDAW: Convention on the Elimination of All Forms of Discrimination Against Women", "Be Your Own Lakshmi" – Financial Literacy Session – January 19, 2021

Webinar on "Mangroves – Distribution, Adaptations, Biodiversity, and Conservation" – December 11, 2020, Webinar on "Issues of Cyber Security" – February 8, 2021, Cyber Security Awareness Session – "Be A Cyber Saathi" – March 6, 2021

Department of Sociology organised an Online Paper presentation by students on "Indian Demographic conditions during COVID-19 Pandemic" on the occasion of World Population Day, on 11th July 2020.

Health and Wellness Programs included - "Restoring Synergy of Mind, Body, and Soul with Homeopathy" – June 26, 2020, National Webinar on "Swast Jeevan Ki Sanjeevni – Ayurved Chikitsa" – August 5, 2020.

Additionally, many faculty members actively contributed to academic research by publishing research papers during the academic year.

This extensive engagement across disciplines ensured continuous learning, skill development, and academic enrichment despite pandemic-related constraints



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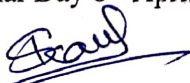
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National Webinar Series on "National Education Policy 2020: Prospects and Challenges in Higher Education" was organized to bring synthesis among experts across different disciplines in Social Sciences and Humanities to develop an understanding of National Education Policy 2020 and provide a platform for dialogue and understanding of the impact of National Education Policy 2020, in the short-term and in the long term, on the Higher Education Institutions (HEI's) in India. Eminent and distinguished resource people like Vice Chancellors, Directors, Principals, Chairpersons, etc. from universities all over India, shared their insights and valuable knowledge on various aspects of NEP 2020.

- Webinar Day 1 - December 24, 2020 - Inauguration of National Webinar Series.
Chief Guest – Prof. Shashikala Wanjari, Hon'ble Vice Chancellor, S.N.D.T. Women's University, Mumbai.
Topic: नई शिक्षा नीति 2020: हिंदी एवं प्रांतीय भाषाएं - अवसर एवं चुनौतियां
Guest of Honour – Prof. T.V. Kattimani, Hon'ble Vice Chancellor, Central Tribal University Andhra Pradesh and Member of NEP2020 Draft Committee.
Topic: National Education Policy 2020: With Reference to Higher Education
Resource Person - Dr. Ketaki Sheth, Principal, Bhikabhai Jivabhai Vanijya Mahavidyalaya, Gujrat.
- Webinar Day 2 - January 2, 2021 - "Vocational Education and National Education Policy 2020"
- Webinar Day 3 - January 28, 2021 - "Inclusivity and Innovation in Education"
- Webinar Day 4 - February 13, 2021 - "Equitable and Holistic Education"
- Webinar Day 5 - March 2, 2021 - "Education in Rural India"
- Webinar Day 6 - March 30, 2021 - "Leadership, Governance and Teachers: NEP 2020, New Approach"
- Webinar Day 7 - April 16, 2021 - "Integrated and Online Courses",
- Webinar Day 8 - April 30, 2021 - "Evaluation Reforms and Research Oriented Approach"


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(ACADEMIC YEAR 2020-21)

Action Taken Report of IQAC Meeting held on 4th May, 2021

- The minutes of the meeting held on 10th December, 2020 were approved.
- Following the IQAC's discussions and planning, several measures were successfully implemented to ensure the smooth conduct of the online university examinations:
 - Online orientation sessions were conducted for students and parents to address queries related to the examination process, login procedures, and assessment protocols.
 - Mock exams were organized to familiarize students with the online examination system, ensuring they were comfortable with the format and technical requirements.
 - A comprehensive question bank, provided by the university and the college, was shared with students and discussed in detail to aid their preparation.
 - Dedicated WhatsApp groups were created, connecting teachers with their designated students. Each student was required to report their login status, confirm the start and completion of the exam, and submit proof of successful submission. Students were instructed to share a screenshot of the successful submission confirmation with their assigned teacher. Real-Time Issue Resolution ensured smooth conduct of the examination. Teachers promptly reported submission statuses to the examination committee. In case of any technical difficulties, immediate solutions were provided, ensuring minimal disruptions. Solutions to technical issues were shared within the teaching staff, enabling proactive resolution if similar problems arose with other students.
 - These measures and follow-ups ensured 100% Student Participation. The structured support system ensured that all students successfully attempted the examination,



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achieving 100% attendance and submission. The collaborative approach among teachers and the administrative team significantly contributed to the seamless execution of the online exams. Through these systematic measures, the online examinations were conducted efficiently, maintaining academic integrity and student participation without disruptions.

- Following discussions on the publication of an ISBN book on the National Education Policy (NEP) 2020, it was decided to postpone the publication to the next academic year to allow for a more comprehensive compilation of research papers, ensuring a higher-quality publication that encompasses diverse perspectives on NEP 2020. Additional time was granted for faculty members and researchers to submit their contributions, allowing for a broader range of interdisciplinary insights. Efforts would be made to invite contributions from national and international academicians to enrich the publication
- Annual Quality Assurance Report (AQAR) for the academic year 2019-20 was approved for submission on HEI Portal on NAAC Website.
- All departments and committees successfully submitted their reports detailing the activities conducted throughout the academic year 2020-21. These reports encompassed academic initiatives, research contributions, student engagement programs, faculty development activities, and co-curricular and extracurricular events.

The compiled Annual Report provided a comprehensive overview of achievements and was reviewed for final documentation.



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National Webinar Series Day 9 on “National Education Policy 2020: Prospects and Challenges in Higher Education”, was organized on May 17, 2021, on “Role of Extension Activities and Sports” by the Student Welfare Committee in association with Internal Quality Assurance Cell (IQAC). The Topic - "Role of Extension Activities in National Education Policy 2020" by Resource Person: Dr. Atul Salunke, Principal, KES Dr. C.D. Deshmukh Commerce and Sau. K.G. Tamhane Arts College, Roha, Raigad, SLO and OSD, Government of Maharashtra; and Topic - "National Education Policy 2020 and Sports" by Resource Person: Dr. Nishan Singh Deol, Professor & Head, Department of Physical Education, Punjabi University, Patiala.

National Webinar Series Day 10 on May 28, 2021 was on “Mainstreaming and Inclusion of Students with Special Needs”. Topic: ‘Inclusion as Envisaged in National Education Policy 2020 and Role of Open and Distance Mode Education’ by Resource Person: Prof. Saroj Sharma, Chairperson, National Institute for Open Schooling, Noida, India; and Topic: ‘Role of Higher Education Institutions for Inclusion of Students with Disabilities’ by Resource Person: Dr. Hemlata, Director, National Centre for Disability Studies, Indira Gandhi National Open University, New Delhi.

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