Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**B. M. RUIA GIRLS' COLLEGE**
Name of the head of the Institution	**Dr. Santosh Kaul Kak**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**091-9819762337**
Mobile no.	**8422930956**
Registered Email	**023.bmrgirlscollege@gmail.com**
Alternate Email	**principal1958@gmail.com**
Address	**11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Grant Road West**
City/Town	**MUMBAI**
State/UT	**Maharashtra**
Pincode	**400007**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Renuka Devi Jena (retired in December) Dr. Nooruzia Qazi (from January)**
Phone no/Alternate Phone no.	**02223808130**
Mobile no.	**9821401612**
Registered Email	**nooruzia@yahoo.com**
Alternate Email	**nooruzia@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**http://www.bmrgirlscollege.com/images/pdf/AQAR-2017-18.pdf**

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.bmrgirlscollege.com/images/pdf/Academic-Calendar-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**72.50**	**2004**	**16-Feb-2004**	**15-Feb-2009**
2	**B**	**2.78**	**2011**	**08-Jan-2011**	**07-Jan-2016**
3	**B+**	**2.62**	**2019**	**20-May-2019**	**19-May-2024**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**05-Apr-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Hindi Computing Evam Hindi Mein Rojgar Ki Sambhavnayein by Dr. Vijaykumar Malhotra (Retired Rajbhasha Adhikari Rail Mantralaya Bharat Sarkar)	15-Jan-2019 1	92
Competitive Exam Training and Guidance	08-Apr-2019 30	7
Employability Skills and Career Ready Program	10-Oct-2018 25	25
Guest lecture on Womens Movement in India	08-Mar-2019 1	80
Guest lecture on Learning Management System	06-Jul-2018 1	15
Guest lecture on Selection of Research Topic and Preparation of Research Proposal by Dr.Shubhangi Kulkarni, M.Com Coordinator, M.M.P. Shah Womens College	17-Sep-2018 1	36
Research Methodology - Guest Lecture on Formulation of Questionnaire by Prof. Dr. Veena Devasthali	22-Sep-2018 1	58
State level Workshop on Content Analysis and Question Bank for B.Com II organized by Department of Commerce	17-Jul-2018 1	20
Guest lecture on Documentation and NAAC Peer Team Visit by Dr. Smriti Bhosle, Principal, LJNJ College	28-Feb-2019 1	37
Guest lecture on Assessment and Accreditation under NAAC revised framework by Prof. Venkatramani	21-Apr-2019 2	30
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution - B.M.Ruia Girls' College	National Service Scheme (Special Camp)	Government of India (Central and State)	2018 7	45000
Institution - B.M.Ruia Girls' College	National Service Scheme	Government of India (Central and State)	2018 120	38012
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

· 	The institution applied to NAAC for 3rd Cycle of Assessment and Accreditation in revised Framework. IQAC conducted Guest lectures, Workshops, Sessions, discussions, meetings for Preparation and Submission of Institutional Information for Quality Assessment (IIQA), SelfStudy Report (SSR) and interaction with stakeholders for Peer Team Visit. The college was awarded 'B' Grade, CGPA 2.62 on a four point scale.

· 	IQAC promotes research culture in the institution by encouraging faculty and students to publish and present research papers. IQAC monitors smooth and fair conduct of Intercollege Research Paper Competition for UG and PG students, organized by the college Research Cell. Workshops and Guest lectures on Research Methodology were conducted. ''Selection of Research Topic and Preparation of Research Proposal" was organised on 17th September 2018, and ''Formulation of Questionnaire" was organized for the M.Com, M. A., B.Com, B.A., BMS students and Alumni on September 22, 2018. Workshop on Statistical Analysis was conducted on 5 February, 2019.

· 	IQAC initiated the Employability Skills and Career Ready Training Program by Antarang Foundation which was conducted for BA, BCom, BMS students from 10 October to 22 November, 2018. The 40 Sessions program covered topics on – Self Awareness, Career Awareness, Work Skills and Work Ethics, Career Linkages,

Mentor Connect, Planning, Organizing, Communication, Role Play, Time Management, Anger Management, Personality Development, English vocabulary, Project Presentation, Critical Thinking, CV Building, Careers in Finance, Beauty & Wellness and Education. Students received job placement opportunities.

· State level Workshop on Content Analysis and Question Bank was organized by IQAC and Department of Commerce, for B.Com II – Sem III Revised Syllabus of SNDT Women's University for Commerce III- Principles of Marketing and Customer Relationship Management; Advertising – Introduction to Advertising. Faculty from conducted and affiliated colleges of SNDT Women's University participated.

· CAS Promotion Files of 10 Teachers were verified by IQAC and submitted to SNDT Women's University for API Verification by University Expert Panel and further procedure for Promotion under CAS

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Introduce Certificate Courses/ Add-on Courses/ Value added Courses	• Statistical Analysis using MS Excel was conducted on 5th February, 2019. • Competitive Exam Training was conducted from 8th April, 2019. 7 students enrolled for the course.
Collection and Analysis of Feedback from Students, Teachers, Employers, Alumni and Parents.	• Feedback on TeachingLearning process and syllabus were collected from students, Teachers, Employers, Alumni and Parents. Feedback analysis and results were conveyed to the teachers which helped them to improve their teaching skills. Course related Feedback was incorporated during restructuring the Syllabi for BCOM and BA Courses. • Students requested to conduct Competitive Exam Training which was conducted from April, 2019.
Organize Skill Development workshops for students	• Antarang Soft Skill Training Programme was conducted from 10 October to 22 November, 2018. • Department of Hindi organized one day Workshop on 'Hindi Computing Evam Hindi Mein Rojgar Ki Sambhavnayein' on 15thJanuary 2019, Dr. Vijaykumar Malhotra (Retired RajbhashaAdhikari Rail Mantralaya Bharat Sarkar) was the Resource Person. • Research Methodology Workshop on ''Formulation of Questionnaire" by Prof. Dr. Veena Devasthali, Former Head, Department of Economics, SNDT Women's University, Mumbai, was by Department of Commerce on September 22,

	2018. • Research Methodology Workshop on ''Selection of Research Topic and Preparation of Research Proposal" was organised on 17th September 2018. The Resource Person was Dr. Shubhangi Kulkarni, M. Com Coordinator, M.M.P. Shah Women's College, Matunga.
To encourage students to present and publish Research papers and participate in College, University, State and National level Competitions.	• Ms. Rukhsana Rokadia (M.A. Economics Part I), Ms. Kavita Valmik (M.A. Economics Part I), were awarded the First Prize for presenting a research paper on "Women Achievers and Media: Nobel Peace Prize Winners". Paper presented at Intercollege Students' • Research Paper Presentation Competition, hosted by B M Ruia Girls' College, Gamdevi. April 27, 2019: Ms. Rukhsana Rokadia (M.A. Economics Part I), Ms. Kavita Valmik (M.A. Economics Part I) were awarded as the Best Research Paper in the Students category for presenting a research paper on "Consumers' Feedback on the First Ever Railway Station Cafeteria with Fully Digitized Cooking: Food for Thought" under the guidance of Ms. Swati Vaidya. Paper presented at International Conference on "New Horizon in Business and Economics in the Light of Digital World", organized by NKES Degree College of Arts, Commerce Science, Mumbai. • 4 M.Com II students participated and presented research papers at the One Day International MultiDisciplinary Conference on "World Road to Cashless Economy" organised by Claras College of Commerce in collaboration with University of Mumbai and India Accounting Association (IAA), on 16th March, 2019. The students research papers were published in peer reviewed Journal International Journal of Advanced and Innovative Research. • Department of Hindi organized Hindi Saptah from 8th September to 15th September 2018 and organized various competitions InterCollegiate Essay Writing Competition (Nibandh Lekhan Pratiyogita) Topic 'AarakshnDeshki Ekta KeLiyeAbhishap Hai.' InterCollegiate Debate Competition (VadVivad Pratiyogita), Topic "Stri Suraksha keliyeParamprikMansikta Mein BadlavJaroori Hai'
Increase extension activities and outreach programmes in collaboration with Government and Non-Government	• Extension activities, Health Awareness Programmes, Swachh Bharat Abhiyan, etc. were conducted during

Organisations.	2018-19 • Pulse Polio Immunization Programme in association with BMC 'D' ward • Thalassemia Minor Screening Camp in association with Rotary Club of South Mumbai • Eye Check-up Camp - KARM NGO • Awareness Programme on Menstrual Hygiene and Free Distribution of Sanitary Napkins by Indian Red Cross Society • 'Swachata Se DivyataTak', Beach Cleaning Drive, underYouth Awareness Programme organized by Sathya Sai Seva Organization at Dadar Beach. • Disaster Management Programme by Mr. M. A. Aware, Dy. Controller Civil Defence, Greater Mumbai. • Yoga Workshop - Swami Vivekanand Kendra • Community Service during NSS Special Camp was conducted from 7-13 December, 2018 - in Adopted Village - Umroli near Palghar Shramdaan, Cleanliness Drive Programmes, Workshop on Disaster Management, Guest lecture on Consumer Awareness and Legal Rights, Workshop on Self defense, Environment awareness Programme, Street Play on Environment Issues, Awareness on Voters Right, Workshop on Scientific Temperament, etc.
MoUs with reputed institutions	• Signed MOU on 24 January, 2019 for two years i.e., 201819 and 201920, with Maniben Nanavati Women's College, Post Graduate Department of Commerce to organize Intercollege Faculty Exchange and Student Development Programmes. MOU with Bombay Stock Exchange Brokers Forum
Encourage Faculty to pursue research, Minor & Major projects, publish Research papers in UGC Approved Journals and in reputed National and International Journals/ Books, participate in Seminars and Conferences.	• Teachers published Research Papers in UGC Approved Journals. • Faculty participated and Presented papers in National and International Conferences and Workshops.
Planning and execution of Academic calendar	• The academic calendar was planned as per the Term calendar given by the University. The Tentative Calendar for Internal Exams, Project/ Assignment submission, Presentations/ Viva dates, etc. were declared and uploaded on the college website. Departments and Committees submitted the Programmes, workshops, guest lectures, co-curricular and extra-curricular activities, events, competitions, industrial visits, add-on courses, etc. proposed to be conducted during the academic year 2018-19. • The Teachers

	submitted the Lesson Plan, Individual and Departmental Time Table for academic year 2018-19. The Internal Exams were conducted as per the Examination schedule given.
Apply to NAAC for 3rd Cycle of Assessment and Accreditation under revised framework. • Planning, Preparation and Submission of IIQA and SSR.	• The IQAC initiated the process for Registration of the Higher Education Institution (HEI) on NAAC Portal on 30th August, 2018. • The Institutional Information for Quality Assessment (IIQA) was prepared and submitted on 8th September, 2018 to NAAC from HEI Login Portal. • Criterionwise distribution of duties and responsibility to Faculty to ensure efficient management, organising documentation and preparing Self Study Report with information and data for five years i.e. 201314 201415 201516 201617 and 201718. • Self Study Report and filled Data File templates as per NAAC revised framework were submitted on 6 December, 2018 on HEI Portal. • Student Satisfaction Survey (SSS) was initiated by NAAC on 6th December, 2018. • The Data Validation and Verification (DVV) process was successfully completed and SSR was updated after inputs from DVV process. The PreQualification stage was successfully passed on 12th February, 2019. • NAAC Peer Team visited the college on 30th April and 1st May, 2019. The Peer Team comprised of 3 members namely, Chairperson – Dr. Aisha M Sheriff, Vice Chancellor (incharge) University of Mysore Member Coordinator – Dr. Ratna Kumari Bandila, Professor in Economics, Centre for Women's Studies, Andhra University Member – Dr. Ketaki Sheth, Principal, Bhikabhai JivabhaiVanijya Mahavidyalaya. • NAAC declared the Grade Sheet, Peer Team Report, Peer Team Metric wise Score Report and Graphical representation based on Quantitative (QnM) and Qualitative (QlM) Metrics, on 20thMay, 2019. The college was awarded with 'B' Grade and CGPA 2.62 on a four point scale. On 19thJuly, 2019 the college received the Certificate of Accreditation from NAAC, Certificate number 'EC(SC)/40/RAR/MHCOGN10944' dated: May 20, 2019, valid up to May 19, 2024.
Conduct guest lectures, workshops, training sessions and invite experts	• Prof. Venkatramani Ex-Registrar, Padmashree Dr. D.Y. Patil University

and eminent resource persons to guide on qualitative and quantitative metrics for preparing SSR and submitting to NAAC under the new revised framework of Assessment and Accreditation	guided and answered doubts and queries of staff regarding the Qualitative and Quantitative metrics, DVV process and Peer Team Visit as per NAAC revised framework of Assessment and Accreditation. • Dr. Smriti Bhosle, Principal, LJNJ College, was invited as the eminent Resource Person for the Guest lecture organized for teaching and non-teaching staff on 28th February, 2019 for Documentation and Preparation for NAAC Peer Team Visit as per the new revised framework of Assessment and Accreditation. • Prof. Venkataramani was invited on 21st April, 2019 for further guidance and expertise on preparation and documentation for Peer Team Visit.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
IQAC	**22-Jul-2020**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**30-Apr-2019**

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**11-Jan-2019**

17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	• The institution has Partial Management Information System. The Accounts Office uses Master Software for Fee Management and generation of Fee Receipts, Accounts Tally Integration. • The Administrative Office registers all students on MKCL Digital Portal of SNDT Women's University. The students data regarding admission, examination and results are

available Online. • Biometric attendance for all Teaching and NonTeaching Staff. • CCTV Cameras are installed at the College entrance Gate, Auditorium, Staff Room, Administrative Office, Accounts Office, Library, few Classrooms, Passage, for Virtual Monitoring • The library is automated and uses SLIM Software. The library has its OPAC which serves as a tool for checking the resources available in the library. The Library subscribes to NList and various eresources are also provided by the SNDT Women's University. The Library provides password based remote access for NList and eresources

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

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. The institution ensures effective curriculum delivery through a well- planned and documented process. Lesson plans, academic calendar inclusive of bridge courses, film screenings, PowerPoint presentations, competitions and interdisciplinary activities are all planned at the beginning of each semester. It begins at the stage of the formation of the curriculum to match the vision, mission of the institute to reach out to the community. The curriculum at the undergraduate level has been standardized to be consistent with the norms of the university protocol and prescribed format. 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. The Academic Calendar is prepared by incorporating the plans of all the departments and committees and faculty members are briefed about it. It is transitioned into action effectively through lectures, presentations, assignments, seminars, workshops, competitions, and discussions. Based on feedback from evaluation meetings, the key activities of the college are revised during planning. During the meeting, curricular planning takes place both at the departmental level and the college level. It comprises evaluating previous years activities, deciding on focus areas and strategies, preparation and implementation of annual calendars, time tables, attendance registers, timely conduct and evaluation of internal exams, assignments, seminars and dissertations. 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. Further planning for effective delivery is ensured by efficient workload distribution with a balance of theory and tutorial lectures for the faculty. The college has made available facilities of LCD projectors and laptops when required for the departments. Interdisciplinary

activities in teaching and research, workshops and seminars are conducted. If required, extra lectures are conducted across all levels for the effective completion of the syllabus. Students who find the syllabus challenging are given special attention to ensure that they are abreast of the class. The syllabus is made available to the learner for ready reference in the library. Multiple methods are employed to make the classroom experience relevant and applicable, like innovative audio-visual aids and interactive life and application-based lectures. Regular curriculum is supplemented by organising Study Tours, Field Trips and Guest Lectures to consolidate conceptual learning. Interactive instructional techniques such as interviews, group discussions, debates, projects, presentations, internship and application of ICT resources are used to evaluate the performance of students. Qualitative dimensions of the evaluation process are used for enhancing the competence of students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Employabil ity Skills and Career Ready Program	NIL	10/10/2018	25	Employabil ity Skills	CV Building, Interview Skills, Effective Co mmunication Skills, Work Ethics, Time Management, Anger Management, Planning and Organizing Skills, Presentation Skills Role Play, Aptitude Test, Critical Thinking, Em ployability Traits, Grooming
Competitive Exam Training	NIL	08/04/2019	30	Training for UPSC, MPSC, Bank Probationary Officer, Railways Exams, etc.	Apptitude, Language Skills, Analytical, Problem Solving Skills, General Knowledge and Current Affairs

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Industrial Psychology – An Organization Perspective (Paper II)	26/11/2018
BCom	Advertising (Paper II) – Techniques of Advertising.	26/11/2018
BCom	Commerce Paper IV – Introduction to Banking & Insurance (Compulsory)	26/11/2018
BCom	Economics Paper IV – International Trade & Business (Compulsory)	26/11/2018
BCom	Industrial Psychology – An Organization Perspective (Paper I)	12/06/2018
BCom	Advertising (Paper I) – Introduction to Advertising.	12/06/2018
BCom	Commerce Paper III- Principles of Marketing and Customer Relationship Management. (Compulsory)	12/06/2018
BCom	Economics Paper III – Aspects of Macro Economics (Compulsory)	12/06/2018
BCom	Financial Accounting & Auditing Paper I Management Accountancy	12/06/2018
BCom	Financial Accounting & Auditing Paper II Corporate Auditing	12/06/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	HINDI - Elective - Economics/ Psychology/ Sociology	12/07/1978
BA	ECONOMICS - Elective - Hindi/Psychology	11/06/1975
BA	SOCIOLOGY - Elective - Hindi/Psychology	11/06/1975
BCom	Elective - Industrial Psychology / Advertising	11/06/1979
BCom	Financial Accounting and Auditing	13/06/2011
BCom	Banking and Finance	12/07/2017

MA	ECONOMICS – Mathematical Economics/Social Infrastructure/Physical Infrastructure	20/06/2012
MCom	Advanced Management Accounting & Auditing / Human Resource Management	20/06/2012

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	325	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
100 Hours Computer Course	01/08/2018	291
Statistical Analysis using MS EXCEL	05/02/2019	34
Competitive Exam Training Course	08/04/2019	7
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	Advanced Management Accounting and Auditing, Human Resource Management	25
MA	Economics	3
BMS	Human Resource Management	9
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback on Curriculum is collected through a well-structured Questionnaire. Feedback from Students, alumni and parents was collected Online through Google Forms. Feedback from Teachers and Employers is collected through manual

Feedback forms. The Feedback collected are analysed and the necessary action is taken. The feedback from the stakeholders includes curriculum design and content. Regular feedback is obtained from students about each teaching faculty for each class and semester and the same is conveyed to teachers. The feedback about the Curriculum is conveyed to the teachers who are in the Syllabus Revision Committee and are members of the Board of Studies, S.N.D.T. Women's University. Feedback given by students about the teacher enables the teacher to act on the same. The analysis showed that majority of the stakeholders have been satisfied with the outcomes. The responses have been positive with respect to content, design, workload and applicability as well as with the inclusion of advancements. Subjective feedback provided by a few respondents have been studied and collated. Suggestions pertaining to curriculum content and design have been considered. The relevant and specific suggestions given have been listed out. After intense deliberations, the IQAC has made recommendations in the Action Taken Report on the basis of suggestions received. The computed analysis as well as the Action Taken Report is shared with the departments and teachers. The departments, after due deliberations make necessary additions in the teaching plan for the current and subsequent academic year. The suggestions and responses are implemented in the action plan for the next academic year. Action Taken Report Based on the feedback received is as follow: For BCom Program - Course Curriculum, for Commerce, Economics, Banking and Finance, were revised. Reforms, latest developments, advancement in technology, etc. were included. The college organized Content Analysis Workshop on revised syllabi of BCom II for SNDT Women's University, for conducted and affiliated college teachers. Research Skills and Statistical Analysis Training for UG, PG students and Alumni, Employability and Skill Development Programmes were also conducted, Training for Competitive Exams, Career guidance sessions, Placement opportunities were provided, Industrial interaction and Field visits increased, More computers were made available to students for longer duration to access Internet for preparing Projects, Assignments and Research. Alumni engagement is encouraged. Alumni are invited as Resource Person, Judges, Chief Guests, etc. to motivate and guide the current students and provide practical applicability of the curriculum. Alumni participation in college programmes, workshops, training, etc. is also ensured on the basis of feedback collected. The Feedback and rubric evaluation received from the employers of students undertaking Internship are considered to plan and design future employability and skill development programmes. In addition to written Feedback from parents, oral feedback and suggestions during PTA Meetings on course curriculum and other issues are also collected.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Advanced Management Accounting and Auditing, Human Resource Management	40	11	11
MA	Economics	40	6	6
BMS	Human Resource Management	60	7	7

BCom	Commerce	120	90	90
BA	Sociology	40	7	7
BA	Economics	40	6	6
BA	Hindi	40	14	14
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	326	45	16	2	7

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
20	20	14	4	0	16
[View File of ICT Tools and resources]()					
[View File of E-resources and techniques used]()					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

At B.M Ruia Girls' College the full-time faculty from every department is assigned a certain number of students as mentees from the newly enrolled first year batch. This batch of students continue to be mentored by the faculty as they progress to second and third year and finally up to PG level. Every student is given a mentorship form that is filled which has basic details about the student. Mentorship meetings are held twice every semester where the mentor keeps monitoring the mentees learning ability, communication skills, attendance in lectures, participation in extracurricular activities, academic performance, computer skills etc. Progress of every mentee is monitored and recorded on regular basis. The mentor closely supervises the progress of the student with regards to their learning ability, here the students grades in internal and external examination is considered to see their academic progress, instances where students have secured poor grades are looked into by the mentor and suitable assistance is provided to the mentee for improvement. Mentors also identify slow learners and equip them with necessary aid to perform better. Communication Skills of the student is another aspect that is given priority by the mentors. The institution also provides opportunities and platform for students to develop this skill while students make presentations of their study in their respective classes. Mentorship provides an opportunity for students to discuss any phobia or concern the mentee may have towards public speaking. Every mentor monitors the attendance of their mentees in college. The Blacklist Committee of the college consolidates the attendance data on monthly basis which is used by the mentors to trace the attendance status of their mentees. Instances where the mentees attendance is not satisfactory the mentor is provided the opportunity to meet the mentees parent/guardian and interact with them during Black listers students' parents meeting. The institution hosts several cocurricular and extracurricular activities on a regular basis. This provides an opportunity for the mentees to participate in various activities and display their skills. Mentors regularly look for opportunities where the mentees can perform and find ways to encourage them. They also take active interest in grooming the talent of students and empower them to participate in various competitions held outside the college. Mentors also actively look for aptitudes and other skills in their mentees and suggest enrollment of their mentees in various courses other than the program where they are enrolled. Mentors also frequently update their mentees about suitable job opportunities that mentees can seize to further their job and career prospects. Mentorship provides an opportunity for students to make informed decision after the student graduates especially regarding career

choices. Suitable measures are taken to help students dealing with behavioral issues, usually in such cases they are sent to the counselling cell of the college for further guidance. Personalized attention is regularly provided by the mentor where the students are mentored to face peer pressure, exam stress, make wise career choices, prepare for competitive exams, face family problems, focus on healthy living etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
371	18	1:21

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
19	18	1	0	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	012	Semester IV	26/03/2019	04/05/2019
MCom	012	Semester III	15/10/2018	22/11/2018
MA	011	Semester IV	27/03/2019	09/05/2019
MA	011	Semester III	16/10/2018	26/11/2018
BMS	010	Semester VI	04/04/2019	02/05/2019
BMS	010	Semester V	10/10/2018	15/11/2018
BA	001	Semester VI	04/04/2019	20/05/2019
BA	001	Semester V	08/10/2018	29/11/2018
BCom	002	Semester V	09/10/2018	29/11/2018
BCom	002	Semester VI	01/04/2019	13/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college is affiliated to SNDT Women's' University and therefore follows the rules laid down by the University regarding Continuous Internal Evaluation (CIE). Marks for internal assessment for each course of BA, BCOM and BMS program is 25 marks, and for PG program it is 50 marks. The institute follows a systematic and organized Continuous Internal Evaluation (CIE) for all programs. Yearly academic calendar reflects the semester wise dates when these

assessments will be done. The institute ensures that these dates are communicated to students through circulars, PTA meetings and information relating to this is also displayed on the notice board for students. CIE consists of Internal tests, Projects, Class assignments, Online Quizzes, Class presentations using PPT, Report writing and field /educational visits etc. Thus, the student is given exposure to varied assessment methods to test their competency and knowledge. There is a structured timetable followed for the conduct of Internal Examination. The faculty members are instructed to prepare question papers and this is submitted to the examination committee well in advance. In order to increase accountability and transparency the institute has made it mandatory to provide students with answer scripts of their test papers, even the assignments and projects are discussed well in advance with the students and there exists a strong student -teacher rapport throughout this period when the projects and assignments are given to students. The academic committee also ensures that the internal marks of the student's semester wise is duly recorded in a register and uploaded in the student portal after proper verification.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

In the beginning of every academic year the faculty is informed of the tentative semester wise examination dates as per university circulars in the staff meeting by the head of the institution. Based on this information yearly calendar is prepared by various departments and committees for the various activities they propose to conduct. The information provided by the departments and committees is further incorporated in the yearly academic calendar of the institution .The yearly calendar also includes examination related details like submission of internal projects by students, dates for internal tests, dates for submission of internal marks by the faculty ,dates for ATKT exams, dates for Viva Voce involving presentations by students of PG program The academic calendar helps as a source of information and planner for the students, faculty, staff, and other stakeholders of the institute. It helps in preparation of exam timetables and acts as a guideline in preparation of teaching plans by the faculty. It also ensures completion of syllabus and conduct of CIE within the time frame planned. Based on this semester wise dates for submission of Internal marks, semester wise question papers, and submission of assessed answer scripts is decided and communicated to the faculty. The academic calendar helps in pre deciding the dates for various institutional events and activities like college Annual Day, various Departmental competitions and activities, Committee meetings and its activities, Guest lectures, Seminars and workshops, Educational tours and field visits, Inter collegiate competitions, activities related to Sports, Cultural, NSS and NCC activities.

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 in website of the institution (to provide the weblink)

http://www.bmrgirlscollege.com/images/pdf/Program-Outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
001	BA	Hindi	15	15	100

002	BCom	Commerce	40	33	82.5
010	BMS	Human Resource Management	11	7	63.63
011	MA	Economics	3	3	100
012	MCom	Advanced Management Accounting and Auditing, Human Resource Management	25	25	100
001	BA	Economics	7	6	85.71
001	BA	Sociology	6	6	100
[View File](#)					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.bmrgirlscollege.com/images/pdf/Student-Satisfaction-Survey-2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0
[View File](#)				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Working of Stock Exchange	Commerce and Economics - BSE Brokers Forum	11/03/2019
Corporate Social Responsibility Practices by Bisleri	Commerce, Psychology Unit	12/02/2019
'Trading in Stock Market' and 'Careers in Capital Market'	Commerce - National Institute of Securities Markets (NISM)	12/02/2019
Role of SEBI in Investor Protection	Commerce - Securities and Exchange Board of India (SEBI)	08/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category

Excellence in Research :Women Achievers and Media: Noble Peace Prize Winners	Rukhsana Rokadia and Kavita Valmik both from M.A Economics First Year	B.M Ruia Girls'College affiliated to S.N.D.T University, Mumbai	23/02/2019	First Prize at Intercollege Students' Research Paper Presentation Competition
Excellence in Research: Consumers' Feedback on the first Ever Railway Station Cafeteria with Fully Digitised Cooking: Food for Thought	Rukhsana Rokadia and Kavita Valmik both from M.A Economics First Year.	International Conference on New Horizon in Business and Economics in the Light of Digital World" organised by NKES Degree College of Arts, Commerce Science, Mumbai	27/04/2019	Best Research Paper in the Students" Category for Presenting Research Paper

[View File](#)

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Incubation Center	Entrepreneurship	College	Unnati	Trade Fair	16/02/2019

[View File](#)

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	5	5.5

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Library	1
Commerce	1
Economics	2
Hindi	2

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NA	NA	Nill	0	NA	0

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NA	NA	Nill	0	0	NA

View File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	3	9	19
Presented papers	4	4	0	0
Resource persons	0	0	0	7

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day Celebrations	Swami Vivekanand Kendra,Dadar	20	180
Pulse Polio Immunization Programme	Municipal Corporation of Greater Mumbai (MCGM)	3	100
Essay Competition	Sathya Sai Seva Organisatiion	3	150
Workshop on College to Corporate	Sathya Sai Seva Organisatiion	4	52
Rotaract Installation Ceremony	Rotary Club of Mumbai South	3	25
Distribution of Sanitary Napkins	Indian Red Cross	6	175

Awareness Programme on Menstrual Hygiene	Indian Red Cross	12	158
Free Eye Check Up Camp	Karm NGO	4	135
Consumer Awareness Session by Mrs Trupti Raul	Consumer Guidance Society	6	117
Disaster Management Programme by Mr.M.A Aware,Dy Controller Civil Defence	Disaster Management Cell	8	73
[View File](#)			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Eye Check Up camp	Certificate of Appreciation	KARM NGO	135
Menstrual Hygiene and distribution of Free Sanitary Napkin	Certificate of Appreciation	Indian Red Cross Society	154
[View File](#)			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat Abhiyan	Sathya Sai Seva Organisation	Swachata Se Divyata Tak-Beach Cleaning Drive,Youth Awareness Programme	3	50
Swachh Bharat Abhiyan	Dena Bank, Gamdevi Branch	Swachh Bharat Abhiyan	5	35
Pulse Polio Immunization Programme	'D' ward area Municipal Corporation of Greater Mumbai	Pulse Polio Immunization	3	100
Menstrual Hygiene	Indian Red Cross Society	Menstrual Hygiene and distribution of Free Sanitary Napkin	3	200
Mission Sahasi	Akhil Bharatiya Vidyarthi	Self Defense Programme	3	94

	Parishad (ABVP)				
Swachh Bharat Abhiyan	Umroli Village Sarpanch and members of Gram Panchayat, and NSS Unit, B.M.Ruia Girls College	Shramdaan, Cleanliness Drive		5	120
		[View File](#)			

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research: Guest Lecture on How to write a Research Paper	63	NA	1
Faculty Exchange Programme	6	NA	4
Student Exchange Programme	20	NA	2
[View File](#)			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	MCOM Internship	Dalvadi Co. Old Agakhan Building, Mahalaxmi, Satrasta	07/01/2019	09/02/2019	Ranjana Ramajor Gupta
Internship	MCOM Internship	Indusind Bank Ltd Solitaire Corporate Park Chakla Andheri East Mumbai-400093	28/01/2019	26/02/2019	Nidhi Rai
Internship	MCOM Internship	A.M.Agrawa land Co.	21/01/2019	26/02/2019	Mittal Vinod Soni
Internship	MCOM Internship	BSE Brokers Forum	04/02/2019	15/03/2019	Babita Rajendra Pandey

Internship	MCOM Internship	BSE Brokers Forum	04/02/2019	15/03/2019	Bhavana Mukesh Vardhana
Internship	MCOM Internship	BSE Brokers Forum	04/02/2019	15/03/2019	Choudhary Anam
Internship	MCOM Internship	BSE Brokers Forum	04/02/2019	15/03/2019	Neha Riyaz Patni
Internship	MCOM Internship	Seatime Marine Suppliers	04/02/2019	02/03/2019	Pooja Suresh Patil
Internship	MCOM Internship	A K KOCCHAR ASSOCIATES	14/01/2019	16/02/2019	Kavita Sharma
Internship	MCOM Internship	Dalvadi and Co.	07/01/2019	09/02/2019	Ranjana Ramajor Gupta
View File					

 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Maniben Nanavati Women's College	24/01/2019	1.Intercollegiate Faculty Exchange and Student Development Programme Activities- 1.Guest Lecture on "How to write A Research Paper" 2.Guest Lecture on Innovative Teaching Strategies. 3.Workshop on Use of ICT for Data Collection" and Interpretation	35
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1400000	618999

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added

Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing

View File

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM21	Fully	3.4	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	904	150270	48	21298	952	171568
Reference Books	212	54392	9	2820	221	57212
e-Books	160809	Nill	Nill	Nill	160809	Nill
Journals	1	1500	Nill	Nill	1	1500
e-Journals	8311	Nill	Nill	Nill	8311	Nill
Digital Database	3	Nill	Nill	Nill	3	Nill
CD & Video	119	Nill	Nill	Nill	119	Nill
Library Automation	100	Nill	Nill	Nill	100	Nill

View File

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nill

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existin	54	2	3	3	0	10	0	10	1

g									
Added	0	0	0	0	0	0	0	0	0
Total	54	2	3	3	0	10	0	10	1

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

<div align="center">

10 MBPS/ GBPS

</div>

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[NA]()

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
180000	170261	400000	360551

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

• Classrooms • Staff Room, Office, Principals Room • College Building, Compound • Benches, Chairs, Fans, Lights, Cupboards, Lockers, • Surveillance Cameras, TV display • Machine for bio-metric attendance record for staff Renovation, Repairs and regular maintenance is done. • Due procedures are followed before purchase of new items. • Material is purchased on the basis of usability, durability and affordability. • All such expenses are subject to the joint approval of Management and Principal of the institution. Maintaining and cleaning of all facilities is done on regular basis, by assigning specific tasks and areas to peon and sweepers. Library 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. 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. • Staff appointments Purchase of Library Resources Cleanliness and maintenance is conducted as per government norms. • Library fees are collected at the time of admission. Records of these funds are duly audited. • Library issues books only on deposit of library card. • Free Access to N List • Online Access to E-resources through SNDT Womens University • Access to Computer • Free Access to Internet on College Computers • Access to these e-resources are subscribed at the fees specified by MHRD or SNDT Womens University • College Librarian is responsible to provide login id and passwords. and maintains the record of usage of e-resources. Computer Labs, LED Projectors • 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 (AMC) is made with competent companies so that these equipments are used and maintained properly. Sports • College has no ground of its own for conducting sports activities. • In order to conduct sports activities college has access to SNDT

Womens Universitys grounds, gymkhana facilities at Juhu Campus and indoor sports facilities at Churchgate campus. • College has organized coaches through SNDT Womens University for indoor and outdoor games. • College conducts coaching of Inter-college Yoga Competitions. • College can appoint a coach for any of the indoor or outdoor games on the basis of demand from students, in association with SNDT Womens University. Health and Counselling • Doctor on Call is available and the contact emergency numbers are displayed in the College Campus. • Counselling Cell provides counselling to students regularly First Aid Box • Students and staff have access to first aid on demand. Expenses are borne by the college. Canteen • Canteen provides basic vegetarian Jain snacks during the mid day break of the students.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Marwadi Sammelan	6	6600
Financial Support from Other Sources			
a) National	Goverment of India Post Matric Scholarship	1	5100
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	02/07/2018	15	English Department
Yoga	07/12/2018	100	Sahaj Yoga Group
Yoga Workshop	21/06/2018	80	Swami Vivekanand Kendra, Dadar
Employability Skills and Soft Skills Development	10/10/2018	25	Antarang Foundation
Hindi Computing Evam Hindi Mein Rojgar Ki Sambhavnayein	15/01/2019	92	Dr. Vijaykumar Malhotra (Retired Rajbhasha Adhikari Rail Mantralaya Bharat Sarkar)
Training Common Yoga Protocol	26/06/2018	46	Department of Physical Education, NSS and Department of Students Welfare, SNDT Women's University
Stress Management	16/02/2019	35	Counselling Cell

			and Psychology Unit
Mentoring	01/08/2018	371	Internal Quality Assurance Cell
Fundamentals of Quantitative Techniques	14/12/2018	35	BMS, Mr. Hemant Vishwakarma
College to Corporate	01/12/2018	52	Satya Sai Seva Organisation
[View File](#)			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Careers in Capital Market by NiSM	0	26	0	0
2018	Career Ready - Employability Skill Development Training Course	0	25	4	0
2018	Career in Logistics and Supply Chain	0	18	0	0
2018	Guest lecture on Entrepreneurship	0	33	0	0
2019	Competitive Exam Training and Guidance Course	7	0	1	0
[View File](#)					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Maruti Suzuki Dealership Program	**17**	**0**	**Roongta Securities, BSE Brokers Forum, Career Fair by Antarang Foundation, etc**	**38**	**7**
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	**2**	**BA**	**Hindi**	**SNDT Womens University, Churchgate**	**B.Ed**
2018	**2**	**BA**	**Hindi**	**SNDT Womens University, Churchgate**	**MA**
2018	**3**	**BA**	**Economics**	**B.M. Ruia Girls College P.G., B.M. Ruia Girls' College**	**MA**
2018	**15**	**BCom**	**Commerce**	**B.M. Ruia Girls CollegeP.G., B.M. Ruia Girls' College**	**MCom**
2018	**1**	**BCom**	**Commerce**	**Vardhman Mahaveer Open University, Kota, Rajasthan**	**MCom**
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	**1**
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Number of Participants
Sports	College Level	276
Cultural Activities	College Level	358
View File		

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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	Nill	Nill	Nill	NA	NA
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college aims for holistic 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. 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

315

5.4.3 – Alumni contribution during the year (in Rupees) :

21800

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization and Participative Management Practice 1 "Ras Phuhar": 1. Ras Phuhar theme was unity and diversity. Cultural in-charge receives suggestions, from faculty and students, on the possible performances to be included in the festival. 2. Principal, members of the cultural committee and music/dance coaches appointed for this event, finalise the items to be performed in the festival. 3. Team of faculty members, non-teaching staff, students and specially appointed music/dance coaches ensure that students learn to perform, participate to organise their annual festival Ras Phuhar. 4. Management of the college supports this event by ensuring adequate resources, by gracing the occasion and by awarding the best performances of the day as well as best performing Teaching and Non-Teaching staff member of the year. 5. 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. 6. Student council helps in this event by way of its volunteers during preparation, rehearsals and final event. 7. 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. 8. 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. Practice 2 "NSS Special Camp" 1. NSS cell of the college adopted a semi-rural village, Umroli, located in Palghar District, adjoining the Greater Mumbai Metropolitan Region. 2. Choice of this village was done on the basis of ease of access to approach the village office bearers (due to personal contact of on e of the faculty member) as well as due to easy access of Mumbai Local trains to reach this village. 3. Principal and IQAC coordinator were involved along with the NSS program officers during the process of adopting the village. 4. Management trustees of the college approved the proposal and encouraged that in conducting the special camp, NSS POs should follow all the expected practices and rules. 5. Program of the day-to-day activities of the special camp was developed and finalized in association with the Villagers (village Sarpanch, Gramsevak, etc.), NSS POs, Principal, and IQAC Coordinator. 6. Special Camp emphasised on the community outreach and extension activities by way of Shramadan twice a day for all NSS volunteers. 7. NSS PO's

organised activities with the intension to enable enhancement of following skills: a. Time Management b. Leadership c. Co-operation d. Managing group behaviour e. Effective use of available resources f. Organisation of events g. Mannerisms in during appearance in a public place h. Experience in public speaking 8. NSS PO's contributed by actively staying for seven days during the residential camp and by filling in as Yoga instructors to ensure timely wake up of every participant. 9. Non-teaching staff contributed to conduct the NSS Special camp smoothly.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource 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.
Library, ICT and Physical Infrastructure / Instrumentation	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.
	Curriculum Development	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.
Examination and Evaluation	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.
Teaching and Learning	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.
Research and Development	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 completed M.Phil degree. Three are pursuing their Ph.D. The college has a research cell which conducts research competitions for students at college and at 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 UGC CARE listed Journals, ISSN Journals and research articles in various National and International Publications.
Admission of Students	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.
Industry Interaction / Collaboration	Collaborative Activities Government, NGOs organization Tree Plantation Programme Lodha Foundation Chain reaction of goodness and happiness -7 Billion Acts of Goodness Brahmakumari Peace Rally on the occasion of Hiroshima Day Bombay Sarvodaya Mandal Quit India 2 Movement Lodha Foundation Cleanliness drive Sathya Sai Seva Organisation Azadi 70- Yaad Karo Qurbani Lodha Foundation International Coastal Clean-up day Indian Coast Guard Swachh Bharat Abhiyan Western Railways Community Awareness Programmes - Rotary Club, Mumbai Digitalization of Aadhar Card LODHA Foundation Street Play on Road and Railway Safety Hamara Station Hamari Shaan, in association with MAD NGO Gandhi Vichar Exam Bombay Sarvodaya Mandal Thalassemia Minor detection camp Think Foundation voters' registration and voting campaign Government Awareness Programme on "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Maharashtra State Commission for Women Self - Defense Workshop- Judo Karate Training sessions LODHA Foundation Health Awareness on Gynecology and Check up Mittal Punarvasu Ayurvedic College Hospital Leadership Workshop Bombay Sarvodaya Mandal Pulse Polio

Immunization BMC Swach Bharat Mission-Cleanliness Drive Programmes Lodha Foundation Community Health Awareness Rotary Club Cleanliness Drive Programmes Elphinstone Road Railway Station Eye Check- up Camp KARM NGO Gender Equality Population First Yoga Workshop Vivekanand Kendra Leadership Programme, Women empowerment Ramkrishna Mission Survey on Sanitation Organic BioTech Yoga Workshop Kaivalyadham Mental Health Suasth One Step Youth Awakening Brahmakumari Awareness on Safe Menstrual Practices and Distribution of Free Sanitary Napkins Indian Red Cross Society Self Defense Programme Mission Sahasi

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Departments and Committees plan and share documents, academic calendar, activities for the year, notices, circulars, programmes, competitions, etc. through email, OneDrive, google docs, google drive, Microsoft, email, Whatsapp, etc. Agenda, Minutes, documents, Quotations, etc. for CDC, LMC Meetings are sent by emails to Members. IQAC Collects Reports, Supporting documents, photos, etc. through email. Announcements and forthcoming events are uploaded on College Website. The Library Website informs about the book titles, E-Resources, Previous Exam University Papers, etc.
Administration	Admitted students records are uploaded on Maharashtra Knowledge Corporation Limited (MKCL) Portal maintained by SNDT Women's University, Mumbai. Data access and retrieval is quick and easy.
Finance and Accounts	The Accounts Office uses Master Software Fee Management and Tally Software. Cashless Fee collection. Salary Slips are emailed to the Staff.
Student Admission and Support	The University provides Online Admission through its Portal. The Admission Brochures are circulated on College Website, on social media, Whatsapp, email, etc. 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 E-Resources. Our faculty and students have access to US Consulate, SNDT Women's University and Shivkumar Bhuvalka Pustakalay. The Library 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.
Examination	The University conducts Second Year and Third Year Exams for UG and First Year and Second Year Exams for PG. The College fills the details and submits the Examination Forms on the University Portal. On submission of data, the Examination Hall Tickets, Internal Marksheet, Seat Numbers, PRN, etc. are generated. University Examination Papers are downloaded from the University Exam Section Portal with the College login and password few minutes before the exam begins.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Anita Jacob	Workshop on CBCS to be implemented for UG Programmes	NA	350
2019	Dr.Nooruzia Qazi	Workshop on CBCS to be implemented for UG Programmes	NA	350
2019	Mr. Sandip Kadam	Workshop on 7 th pay Commission Accounts and Audit for Non Teaching Staff	NA	500
2018	Dr. Sunita	International	NA	1000

Year					
	Mishra	Seminar Hindi Kathetar Hindi Gadya Sahityai Dasha Disha Evam Sambhavnayein			
2018	Mr. Jitendra Ahirwar	Training Programme changing Role of Academic Libraries in the Digital Era upgrading the skills of library support staff	NA		1000
2018	Mr. Jitendra Ahirwar	Workshop on Rules Registrations for Library professionals for Granthostav	NA		1000
2018	Ms. Poonam Shukla	Digital Comunication, Data Management Professional Ethics at work place, IQAC Seminar	NA		500
2018	Dr. Santosh Kaul Kak	Short Term Course 'MOOCs and OER'	NA		1000
2018	Dr. Kashyap Ganatra	State Level Training Prpgramme for IQAC Co-ordinator Memebers at Satish Pradhan Dnyanasadhana College	NA		2000
2019	Dr. Hemlata Masiwal	Workshop on CBCS to be implemented for UG Programmes	NA		350
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

2019	Assessment and Accreditation under NAAC revised framework by Prof. Venkatramani, Ex-Registrar, Padmashree Dr. D.Y. Patil University	Assessment and Accreditation under NAAC revised framework by Prof. Venkatramani, Ex-Registrar, Padmashree Dr. D.Y. Patil University	21/04/2019	21/04/2019	29	8
2019	Documentation and NAAC Peer Team Visit by Dr. Smriti Bhosle, Principal, LJNJ College	Documentation and NAAC Peer Team Visit by Dr. Smriti Bhosle, Principal, LJNJ College	28/02/2019	28/02/2019	22	8
2019	Workshop on Hindi Computing	Workshop on Hindi Computing	15/01/2019	15/01/2019	12	5
2018	Yoga for Healthy Lifestyle	Yoga for Healthy Lifestyle	21/06/2018	26/06/2018	23	2

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Workshop on Learning Objectives and Types of Questions (mLearning Mode). Ms. Swati Vaidya and Dr. Nooruzia Qazi	2	19/10/2018	02/11/2018	15
Orientation Programme conducted by UGC HRDC Kumaun University,	1	23/05/2018	20/06/2018	29

Nainital, Uttarakhand. Ms. Kavita Patil				
Refresher Course in Economics organised by UGC-H.R.D.C,University of Mumbai. Ms. Sumita Guha	1	15/10/2018	03/11/2018	20
Short-Term Course on "Yoga for a Healthy Mind and Body" organised by UGC Human Resource Development centre, University of Mumbai. Dr. Usha Kiran Tiwari	1	10/12/2018	15/12/2018	6
Short-Term Course on 'Encapsuling Gender: An Interdisciplinary Perspective'organised by UGC –HRDC, University of Mumbai, Dr. Beenu Singh	1	14/11/2018	20/11/2018	7
Short Term Courses 'MOOCs and OER' conducted by UGC Human Resource Development Centre, Kumaun University. Dr. Santosh Kaul Kak	1	08/06/2018	14/06/2018	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	18	15	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Welfare Measures for Staff (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. The Best Teacher is felicitated at the Annual Day Programme with Prize money, rotating trophy and Memento. Teaching and non-teaching staff members who have completed their 25 years of continuous service in college are also felicitated. Principal, Dr. Santosh Kaul Kak and IQAC Coordinator and Academic In-charge Dr. Renuka Devi Jena were felicitated at the Annual Day Programme. Teaching and non-teaching staff members are covered under Accidental Insurance, for accidental injuries occurred while commuting to and from college. Free Medical Check -up, Blood Glucose Monitoring, Eye Check-up, Free Spectacles, Dental Check-up, etc. are conducted regularly for Staff.	Management trust of the college facilitates award of the "Best Non-Teaching Staff" every year. The Best Non-Teaching Staff is felicitated at the Annual Day Programme with Prize money, rotating trophy and Memento. During the Annual Day Programme, non-teaching staff Smt. Sharmila Sharma and Mr. Sahebrao Marathe were felicitated. Teaching and non-teaching staff members who have completed their 25 years of continuous service in college are felicitated. Teaching and non-teaching staff members are covered under Accidental Insurance, for accidental injuries occurred while commuting to and from college. Free Medical Check -up, Blood Glucose Monitoring, Eye Check-up, Free Spectacles, Dental Check-up, etc. are conducted regularly for Staff.	Students achieving Academic excellence at University and College Exams are felicitated during the Annual Day Programme. Best Student of the Year, Best NSS Volunteer, Best NCC Cadet, Best Student in Sports, Miss Yashaswini, are also awarded at Annual Day Ras-Phuhar. Workshops, Seminars, Free Internet and Computer Facility, Scholarship and financial assistance, Free Health Check-up, Dental Check-up, Free Industrial Visits, Free Skill Development Training Programmes, opportunity to earn Profit during Trade Fair Unnati, Accidental Insurance, etc. Free Soft Skill Training, Certificate Courses, Self-defense, Yoga Workshops, Career Counselling and Guidance, Personal Counselling, Personality Development Programmes, Employability Skill Workshops, Seminars, Guest lectures, etc. are organized regularly.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute conducts periodic internal and external audit to ensure appropriate financial management. Accounts are audited four times a year by certified Chartered Accountants appointed by the Management. Audit is presented to the certified Chartered Accountant. Books of accounts are verified and audited regularly. 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

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Marwadi Sammelan Management, Smt. Pannabai Devkinandan Dhanuka Merit Scholarship, and Other Scholarships and Donations	27900	Financial Assistance to needy students to promote education, Appreciation to Students for achieving Academic Excellence

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6.4.3 – Total corpus fund generated

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6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. On-Campus academic activity: Internal and external examinations In conducting of all the internal and external examinations and in fulfilling all the rules related to attendance and minimum performance requirements of the internal assessment, requires an active and very healthy cooperation among teachers and parents. 2. Cultural and Skill Enhancement Activity: Ras Phuhar College's Annual Day Parents and Teachers cooperate and coordinate in the extra practice hours for days, during rehearsals for the annual day celebrations. A continuous and fruitful interaction between parents and teachers enables that annual day become a success. The parents of students winning prizes for academic excellence, curricular, co-curricular activities are invited to attend the Annual Day programme. 3. Extension and Skill Development Activity: NSS Special Camp and Regular Activities Support from the parent to conduct the camp smoothly so that NSS volunteers are able to actively participate in the seven days residential camp in the adopted village. Parents are invited as Resource Persons in their field of expertise. 4. Participation in Trade-Fair 'Unnati': Students along with their mother put up Food Staffs, Articles, jewellery, clothes, etc. 5. Parent Representatives are included in the Annual Committee List in Anti-Ragging Committee. 6. Parents who have business, give Sponsorship for advertisements in College magazine.

6.5.3 – Development programmes for support staff (at least three)

College IQAC members conducted informal training sessions for the college teaching and non-teaching staff, in order to improve the following: • Maintenance of files on the computer and servers • Easier access of laptops and internet connectivity in multimedia enabled classrooms • Support staff was encouraged to attend the training programs organised by other HEI's: • Mr. Pradeep Gotad, Library Staff,To develop Health and Well-bei attended and was awarded the prize as the best participant. To develop the Health and Well-being of the staff, there are Medical Check up, Workshops on Yoga for Healthy Lifestyle, etc.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. IQAC 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. 2. Increase Research publications in UGC approved Journals – Publication of Teachers in UGC approved Journals have increased. Faculty Participation and Presentation at National and International Conferences have improved. 3. Certificate Courses to enhance employment and entrepreneurial opportunities were conducted - Employability Skill and Career Ready Program was conducted for the students from 10 October to 22 November, 2018. The topics covered were: CV Building, Interview Skills, Effective Communication Skills, Work Ethics, Time Management, Anger Management, Planning and Organizing Skills, Presentation Skills, Role Play, Aptitude Test, Critical Thinking, Employability Traits, Grooming, Finance sector, Beauty and Wellness Education, Career Planning in the field of Banking and Finance, Government Sector, Human Resource, Education, Beauty and Wellness, Fashion Designing. Visit to Axis Bank, Hill Road, Bandra. 4. Digitalization of Office: The process of Digitalization of Office is in progress. Measures are taken to adopt full automation through Management Information System. Document Management System (DMS) is in process. Training Programmes to move towards Paperless Office were initiated by IQAC. The Accounts Office has adopted Cashless Transactions. Fee Collection, Payments to Resource Persons, etc. through NEFT. 5. Extension Activities were intensified - Social Responsibility programmes, community development and extension activities increased. Number of linkages, collaborations with Government, NGOs, institutions, etc. improved. Active involvement of students in extension activities and social responsibility programmes such as Swachh Bharat Abhiyan, Women Empowerment, Health and Hygiene, Youth Development, Road Safety and Railway Safety awareness activities, etc. The NSS Unit of the College conducted extensive community work in the adopted village Umroli at Palghar.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	State level Workshop on Content Analysis and Question Bank organized by Department of Commerce, for B.Com II – Sem III Revised Syllabus of SNDT Women's University	30/06/2017	17/07/2018	17/07/2018	20

2018	Guest lecture on Selection of Research Topic and Preparation of Research Proposal	28/06/2018	17/09/2018	17/09/2018	36
2018	Research Methodology - A guidance lecture on Formulation of Questionn aire	28/06/2018	22/09/2018	22/09/2018	58
2019	Guest lecture on Assessment and Accredit ation under NAAC revised framework by Prof. Venkat ramani, Ex-Registrar, Dr. D.Y. Patil University	03/12/2018	21/04/2019	21/04/2019	30
2019	Guest lecture on D ocumentation and NAAC Peer Team Visit by Dr. Smriti Bhosle, Principal, LJNJ College	03/12/2018	28/02/2019	28/02/2019	37
2019	MOU with Maniben Nanavati Womens College, Post Graduate Department of Commerce - Inter-collegiate Faculty Exchange and Student Development Programme	07/01/2019	24/01/2019	31/05/2020	35
2019	Workshop on Hindi	03/12/2019	15/01/2019	15/01/2019	92

2018	Symposium on The Great Works of Economists	24/07/2018	07/08/2018	07/08/2018	18
2018	Employability Skills and Career Ready Program	19/09/2018	10/10/2018	22/11/2018	25
2018	Workshop on Learning Management System	02/07/2018	06/07/2018	06/07/2018	15
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness Lecture on Reproductive Health by Family Planning Association India, and Essay writing competition	29/06/2018	29/06/2018	96	0
Indian Feminist Thought: Works and Contributions of Indian Female Authors - Anjana Appachana,	03/07/2018	03/07/2018	78	0

Kamala Das, Shashi Deshpande, Ismat Chughtai, Anita Desai, Attia Hussain and Mahasveta Devi				
Group discussion on 'Attributes to describe women in matrimonial advertisements'	06/07/2018	06/07/2018	51	0
Movie Screening 'Mirch Masala' followed by discussion	06/07/2018	06/07/2019	46	0
Awareness Lecture on Reproductive Health was organized by Family Planning Association India, followed by an Essay writing competition	29/06/2018	29/06/2018	69	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

• Installation of LED Bulbs by replacing Tube lights in phased manner • Regular Servicing and Maintenance of the Computers and Electric Appliances through AMCs • Sign Boards and Posters are displayed in classrooms, to switch off lights and fans when not required • Posters are displayed near washrooms to use water responsibly and not to waste water • Use of Eco-friendly products, Saplings, Jute Bags, Handmade Folders, Cloth Bags, etc are given to Guests and Resource Persons • Workshops on Cloth Bags, Paper Bags are conducted for students • Decorations using recycled paper • Plastic Free Campus • E-Waste Bin • Environment Studies – Projects/ Assignments / Visits • Competitions with Theme based on Environment • Environment conservation and Tree Plantation Program was organized on 30 July, 2018 • 'Best out of Waste' Competition is organized during Intercollegiate Nirjhar Competition • Poster making and Slogan writing competition are regularly organized to inculcate Environmental Consciousness • Celebration of Environment Day, 5 June, 'Save Water', 'Save Earth' • Screening of documentary 'The Plastic Ocean' from Netflix on June 27, 2018

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2

Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	2	38	21/06/2018	7	Yoga and Health	Demonstrated various Yoga Asanas, standing postures, sitting postures, backward and forward postures, Pranayam, Kapaalbhati, Anulom vilom, Yognidra, Omkaar, Vrikshashan- Tree Pose, Trikonasan- Triangle pose, Dhanurasana, Paschimotasan- Forward bend,	273
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Institutional Code of Conduct	12/01/2019	Handbook on Code of Conduct for various stakeholders. • Code of Conduct for Students mentions – General rules, Exam rules, Attendance Policy • Teaching Staff – Duty, Role and Responsibility, Engaging in Academic and Co-

			curricular activities, Mentoring, Enhancing Research Aptitude • Non-Teaching Staff – Role and Responsibility of Accountant, Librarian and Library Staff, Head Clerk, Peons • Principal-Leadership, Direction, Coordination, Meetings, Ensure Long- Medium- and Short-Term Development Plans • College Development Committee-Overall Comprehensive Development Plan regarding academic, administrative and infrastructural growth, Formulate Proposals, Make recommendations regarding students and employees welfare activities, Discuss the reports of the Internal Quality Assurance Cell, Plan major annual events in the college. • Professional Ethics - Act with highest standards of honesty, ethical conduct and respect dignity, rights and opinions of students and staff.
Code of Ethics for Research	04/12/2018		The institution has a committee constituted for implementation of ethics in research, which is chaired by the Principal of the institution and by the members of the IQAC and Research cell. The research studies under different disciplines are governed by a standard code of ethics framed by this committee. Acknowledgement of the data source and citations of other studies are of paramount importance. Plagiarism and any kind of appropriation of data from other studies or researchers are strictly forbidden so as to maintain credibility in research work. The

		ethical standards are reviewed from time to time to produce quality research work among students. Every student submitting a thesis, dissertation, research paper, shall submit an undertaking indicating that the document has been prepared and that the document is their original work and is free of any plagiarism.
Students Diary	25/06/2018	The code of conduct for students is mentioned in the Students Diary which includes College Rules and Regulations.
College Prospectus	11/06/2018	The College Prospectus includes the College Vision, Mission, Objectives, About the College, Programmes offered, Semester-wise Courses, General Rules and Regulations and relating to Exam, Attendance, etc. The College Committees, facilities, activities conducted, etc. are also mentioned. The Academic Term, Eligibility Rules, Admission procedure, etc. for each Programme is given.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Premchand Jayanti Saptah'	24/07/2018	31/07/2018	176
Independence Day Celebration- Flag Hoisting Ceremony and Cultural Program and Speech	15/08/2018	15/08/2018	107
Hindi Saptha on the occasion of Hindi Diwas	08/09/2018	15/09/2018	82
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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. 1. The faculty and students use public transport i.e. Local trains and BEST buses to commute to college. Taxipools are used by faculty to commute to and from college to the nearest railway station to reduce carbon footprint.

2. Plastic-free Campus - The college encourages plastic free campus. Measures are taken to ensure that the College Campus is a No Plastic Zone – No Plastic Water Bottles, No plastic bags. Canteen uses only paper cups and paper plates. Eco-friendly straws, spoons and steel spoons are used. During NSS Special Camp students bring their own plates and spoons which they wash and re-use.

3. Paperless office - The college adopts paper saving practice whenever possible. Correspondence is done through Email with University, other colleges, staff, etc. Most of the Invitations for Seminars, Conferences, Inter-collegiate Competitions, Programmes, etc. are sent by emails to colleges and few hard copies are printed. Most of the information about college activities are conveyed to the faculty and students through Whatsup messages and emails.

4. Green landscaping around the campus is maintained. Tree Plantation Programmes are conducted annually in the College premises and surrounding areas. Students are given Projects in Environmental Studies to plant saplings and nurture the plants in the campus.

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

6. Cashless Transactions - E-fees collection by Accounts Department - Students deposit the fees directly in the Bank Account.

7. Honorarium, Remuneration to Guests, Resource Persons, Judges, External Examiners, Experts, etc. is paid through Online Payment and NEFT Bank Transfer which is Cashless.

8. During College programmes, Seminars, Workshops, lectures, Competitions, etc. the Resource Persons and Guests are welcomed and as a token of gratitude are felicitated with Saplings and Handcrafted Cloth Bags, Jute Bags and Files made by the students

9. Paper bags, Cloth bags and Jute bags making workshops are organised by NSS Unit in which students are taught to recycle old newspaper, calendars, clot, jute, etc. and design beautiful, fancy bags and gifts.

10. Environmental Visits and awareness programme are organized to make students environmentally conscious. Posters, Slogans and Rallies are organised regularly for environmental awareness, on topics like Green City- Clean City, No-Plastic, Tree Plantation, Swachh Bharat Abhiyan, etc.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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, Principal 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, Principal

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.bmrgirlscollege.com/photo-gallery.html

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

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, KavyaPaath, 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

Provide the weblink of the institution
http://www.bmrgirlscollege.com/media.html

8.Future Plans of Actions for Next Academic Year

Future Plans of action by IQAC - 1. Increase Collaborative activities with other institutions 2. MoUs and industry – academia participation 3. Encourage faculty to apply for Minor and Major Research Projects 4. Introduce additional Skill Development Courses, Value-added Courses, etc. 5. Strengthen Innovation and Incubation Centre 6. Conduct Academic Administrative Audit 7. Apply for ISO Certification. 8. Instal Smart Classroom and Language Lab 9. Registered Alumni Association and improve alumni engagement. 10. Strengthen Placement Cell and provide campus placement opportunities.