



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		B. M. RUIA GIRLS' COLLEGE
Name of the head of the Institution		Dr. (Mrs.) Santosh Kaul Kak
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0919819762337
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

<b>2. Institutional Status</b>	
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. Nooruzia Qazi
Phone no/Alternate Phone no.	02223808130
Mobile no.	9821401612
Registered Email	nooruzia@yahoo.com
Alternate Email	nooruzia@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.bmrgirlscollege.com/images/pdf/AQAR-2018-19.pdf">http://www.bmrgirlscollege.com/images/pdf/AQAR-2018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.bmrgirlscollege.com/images/pdf/Academic-Calendar-2019-20.pdf">http://www.bmrgirlscollege.com/images/pdf/Academic-Calendar-2019-20.pdf</a>

<b>5. Accrediation Details</b>					
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

<b>6. Date of Establishment of IQAC</b>	05-Apr-2004
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<b>7. Internal Quality Assurance System</b>	
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 'Filling and Submission of AQAR under new NAAC Methodology'	01-Jul-2019 1	15
FDP on 'New Teaching Pedagogies in Higher Education Institutions'	04-Jul-2019 18	19
Workshop on 'Mentorship Programme'	29-Aug-2019 1	18
Workshop on 'Academic Performance Indicator'	04-Sep-2019 1	12
Awareness lecture on POSH Act	21-Sep-2019 1	120
Guest Lecture on Financial Literacy and Careers in Securities Market by Mr. Meraj Inamdar from National Institute of Securities Market (NISM)	06-Mar-2020 1	52
Guest lecture on 'Intellectual Property Rights' by Dr. Vijaykumar Malhotra, Retired Director, Indian Railway	16-Mar-2020 1	18
Online Training Sessions on MIS Software for Data Management	15-May-2020 15	12
National Webinar on 'Designing Google Forms and Integrating Certificates' and 'Creating Website on Google sites'	27-May-2020 1	363
National Webinar on 'Writing a Winning Resume' by Dr. Navin Punjabi	29-May-2020 1	300

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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
B.M.Ruia Girls' College - NSS	National Service Scheme	State Government	2019 180	43230

B.M.Ruia Girls' College - NSS	National Service Scheme (Special Camp)	State Government	2019 7	44212
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes			
Upload latest notification of formation of IQAC	<a href="#">View Link</a>			
<b>10. Number of IQAC meetings held during the year :</b>	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	<a href="#">View Uploaded File</a>			
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No			
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>				
<p>Internal Quality Assurance Cell (IQAC) conducted a Faculty Development Programme on "New Teaching Pedagogies in Higher Education Institutions" from 4th July to 24th July 2019 for the Staff members. Hands on training sessions were conducted on Creating Moodle Account and Course Content, Creating Webpage and Uploading Educational Resources using Google Sites, OERs, Freeware and Paid sources, Creating and Managing Blogs, Using Apps for Online Teaching, Learning and Evaluation, Animations, Speech to Text, Audio tools, voice modulation, Security Issues, Creating Google Forms Online Assessment Tools, and many other resources were shared.</p>				
<p>Promotion of Ten Teachers under Career Advancement Scheme, Stage I to II and Stage II to III, Screening Committee Meeting and follow up with University and others</p>				
<p>Management Information System (MIS) and Document Management System (DMS) Software. IQAC initiated the Online Training Sessions for the NonTeaching Staff to effectively use the Centrico MIS Software for data management. 15 Days Online Training Sessions were conducted for the Administrative and Accounts Department Staff from 15th - 30th May, 2020. Online interactions on Google Meet were organised. Feedback was conducted regularly.</p>				
<p>IQAC facilitated Online Tools and Online Platforms for conducting Online Lectures, Webinar, Workshops, Training, etc. GSuite for Education, Zoom, LMS System. ICT Tools for Teaching, Learning and Evaluation Teachers developed and shared online content, eresources, etc. during the lock down period. Power Point Presentations, Video Lectures, Google Classroom, Zoom Video Conferencing, ScreencastOMatic, Personal Website, Mobile Apps, YouTube Videos, Audio Files,</p>				

Internet Links, Websites, WhatsApp, Emails, MOOCs - ePG Pathshala, SWAYAM, Shodhganga, Google Forms Online Evaluation of Quiz, Padlet, Soft copy of study material, etc. Research guidance to PG Students

Constitution of COVID19: GUIDANCE AND COUNSELING CELL, for students and all the stakeholders to facilitate guidance and counseling relating to examinations, academic matters and other issues, arising due to the COVID19 pandemic. Ensured timely and smooth dissemination of authentic information about any Circulars received from S.N.D.T. Women's University, Mumbai, regarding examination, academic and other matters and regularly updated students and all its stakeholders via. Email, College Website, WhatsApp, Telegram, Google Meet, Google Classroom, Zoom, Microsoft Teams, and other digital media platforms. The college Counselling Cell, also provided continuous counselling through digital mode for the Mental Health and Wellbeing of students, staff, alumni and their family members.

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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	Achievements/Outcomes
<p>Research Publications in UGC CARE Listed Journals and Paper presentations at National, International Conferences, Seminars</p>	<p>• Teachers published Research papers in Peer Reviewed Journals. • Teachers presented Research Papers at State, National and International Conferences and Seminars during the year. • Ms. Sumita Guha - Research Paper titled "Role of Financial Inclusion in Achieving sustainable Development Goals" Has been published in Studies in Indian Place names (UGC CARE Journal) ISSN:2394-3114 Vol-40-Issue-73-March-2020. • Dr. Ganatra Kashyap -Published in UGC Care Listed Journals - 'Studies in Indian Place Names' - Impact Factor - 6.3(RF) - ISSN: 2394-3114 (E-copy) - National Conference on Transforming India Through Innovations &amp; Development on 29th February, 2020 at Bharat College of Arts and Commerce, Hendrepada, Badlapur (W). Topic - Socially Responsible Investing - An investor's wisdom or folly? • Dr. Ganatra Kashyap - Published in UGC Care Listed Journal - 'Shodh Sanchar Bulletin' having ISSN: 2229-3620 - International Conference on Contemporary Trends in Management, Technology and Engineering, paper entitled "A glimpse into Global Stock Markets-Post Pandemics".</p>
<p>Increase Collaborative activities with other institutions</p>	<p>• 14th August, 2019, Guest Lecture on 'Kabeer Aur Tulsi: Vartman Samay' by</p>

Professor Dr. Sadanand Sahi (Department of Hindi, Banaras Hindu Vishwavidyalaya) on the occasion of Tulsi Jayanti. • 28th September, 2019, a Guest Lecture on 'BhashaVigyan' by Dr. Hoobnath Pandey (Associate Professor, Mumbai University). • 17th February, 2020, a Guest Lecture on 'Mahatma Gandhi Aur Nari Chintan' by Dr. Himanshu Chaturvedi (Professor, Deen Dayal Upadhyaya Vishwavidyalaya, Gorakhpur). • 16th March 2020, a Guest Lecture on 'Intellectual Property Rights' by Dr. Vijay Malhotra (Retired Director, Indian Railway). • 19th October, 2019, 'Photography Workshop' in association with Rotary Club of Bombay MidCity. Resource Person, Mr. Jagdish Agarwal. • 23rd December, 2019, Workshop on Financial Literacy by Disha Trust, ICICI Foundation. • 27th January, 2020, Guest Lecture on Online Marketing by Ms. Amruta Pavatkar, from MET College. • 26th February, 2020, Workshop on Interview Techniques and Grooming Skills by Ms. Shushma Bhatt, Placement Manager, ICA Edu Skills Pvt. Ltd. • 4th March, 2020, Guest lecturer on Career Opportunities in Special Education by Mrs. Kanchana Roy, Assistant Professor in Department of Special Education, SNTD Womens University. • 6th March, 2020, Guest Lecture on 'Financial Literacy and Careers in Securities Markets' by Mr. Meraj Inamdar, Faculty from National Institute of Securities Market (NiSM), Navi Mumbai. • 27th May, 2020, National Webinar on "Designing Google Forms and Integrating Certificates" and "Creating Website on Google sites" by Mr. Santosh Popade, Head, Department of Mathematics and IQAC Coordinator, Sant Tukaram College, Parbhani, Maharashtra. • 29th May 2020, National Webinar on "Writing a Winning Resume" with Maniben Nanavati Women's College and in association with Board of Industry Academia Partnerships (BIAP) by Resource Person, Dr. Navin Punjabi, I/C Vice Principal, HR College, International Initiatives Associate, HSNC Board. • 15th November, 2019, Guest lecture in association with "Family Planning association of India (FPA INDIA), Mumbai on "Sexual reproductive health" • Industrial/ Educational/ Field Visits to Tarapur Packaging Industries (TPI), Murbad

	<p>Bisleri Factory, Securities Exchange Board of India (SEBI), Sarvodaya Sahitya Mandal, 'Film Division', Sagar Upvan were organised.</p>
<p>Organise National and International Conferences, Seminars, Workshops, etc.</p>	<ul style="list-style-type: none"> <li>• 27th May, 2020- National Webinar on "Designing Google Forms and Integrating Certificates" and "Creating Website on Google sites", Resource Person- Mr. Santosh Popade, Head, Department of Mathematics and NAAC Coordinator, Sant Tukaram College, Parbhani, Maharashtra, organised by Department of Sociology and Department of Commerce.</li> <li>• 29th May 2020- National Webinar on "Writing a Winning Resume", Resource Person Dr. Navin Punjabi, I/C Vice Principal, HR college, International Initiatives Associate, HSNC Board, jointly organised by Department of Commerce of B. M. Ruia Girls' College and Maniben Nanavati Women's College, in association with and Board of Industry Academia Partnerships (BIAP).</li> </ul>
<p>Achievements - Awards and Recognition</p>	<ul style="list-style-type: none"> <li>• Nirali Shukla secured First Prize and Uma Chauhan T.Y.B.A. secured Second Prize in Youth Festival Grand Finale Essay Competition organised by S.N.D.T. Women's University on 26th September 2019.</li> <li>• Nirali Shukla, Kajal Prajapati, Neeta Prajapati (TY) Sanu Chauhan, Rakhi Jha (FY) participated in a program 'Anubhuti' organised by Sofia College, Kajal Prajapati and Nirali Shukla presented Self-Composed Poetry on 3rd November, 2019.</li> <li>• Nirali Shukla (TY) and Shahreen Jafar Ansari (FY) participated in Inter- Collegiate Elocution Competition organised by Maharashtra College on 10th December 2019.</li> <li>• Nirali Shukla, Sherbano Khan, Neeta Prajapati, Kajal Prajapati, Priyanka Pandey, Uma Chauhan, Rani Singh (TY) participated in Inter- Collegiate Street Play Competition on 'Gandhi Mulyon Kee Prasangikta' based on Gandhian Values organised by M. D. Shah Mahila Mahavidhyalaya on 19th December 2019 and secured second prize.</li> <li>• Anshu Yadav of T.Y.B.A. won second prize in the intercollegiate paper presentation competition at Shri M. D. Shah Mahila College of Arts and Commerce, Malad, Mumbai on 19th December, 2019.</li> <li>• Diwakar Priya won second prize in the intercollegiate Elocution competition at L. J. N. J. College, Vile Parle Mumbai on 21st</li> </ul>

	<p>December, 2019. • Nirali Shukla and Kajal Prajapati participated in Inter-Collegiate Self-Composed Poetry Competition, organised by SIES College on 2nd January 2020 and Nirali Shukla secured Second Prize. • Nirali Shukla secured Third Prize in Inter-Collegiate Elocution Competition, organised by Ramnarain Ruia College on 3rd January, 2020. • Nirali Shukla received Consolation Prize in Inter -Collegiate Aashu-Bhashan Pratiyogita, organised by K. J. Somaiya College on 23rd January, 2020. • Nirali Shukla and Sadaf Shaikh participated in Inter-Collegiate Katha-Kathan Pratiyogita organised by K. J. Somaiya College on 24th January, 2020, and Nirali Shukla secured Second Prize. • Nirali Shukla secured Consolation Prize in National Level Inter-Collegiate Self Composed Poetry Recitation Competition, organised by Savitribai Phule Pune University on 25th January, 2020. • Ms. Sumita Guha, Assistant Professor, Department of Economics, received Rashtriya Pratibha Award by Indo Socio Development Association in 2019.</p>
<p>Planning and execution of Academic calendar</p>	<p>• 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. • The Teachers submitted the Lesson Plan, Individual and Departmental Time Table. The Internal Exams were conducted as per the Examination schedule.</p>
<p>Introduce additional Skill Development/ Value added Courses/ Certificate Courses/ Addon Courses</p>	<p>• Certificate Program in Financial Markets -Sales and Operations by Bombay Stock Exchange Institute Limited. • Certificate Course in Goods and Service Tax (GST) - commenced from 20th August, 2019. 28 students enrolled. • Certificate Course in Tally with GST was conducted in association with NIIT, Grant Road • Career Ready Program was conducted in association with Antarang Foundation: 2nd batch of Career Ready</p>



	<p>Program, Training and Placement by Antarang Foundation, was conducted from 22 November, 2019 to 12 December, 2019. 43 students from BCom, BA, and BMS enrolled for the Training Program. • 100 Hours Computer Course was conducted for all BA and BCom students.</p>
<p>Collection and Analysis of Feedback from Students, Teachers, Employers, Alumni and Parents.</p>	<p>• Feedback on Teaching Learning process and syllabi were collected from students, Teachers, Employers, Alumni and Parents. Feedback analysis and results were conveyed to the teachers and were incorporated in their teaching pedagogies</p>
<p>Organise Faculty Development Programmes</p>	<p>• Faculty Development Programme on 'New Teaching Pedagogies in Higher Education Institutions' was organised from 4th to 24th July, 2019. • Workshop on 'E-Filing of Income-Tax Returns' on 16th August, 2019. • Workshop on 'Mentorship Programme' on 29th August, 2019 • Workshop on 'Academic Performance Indicator' on 4th September, 2019. • Training Sessions on MIS Software for data management for Non-Teaching Staff from 15th to 30th May, 2020.</p>
<p>Intensify measures to improve student enrolment</p>	<p>• Orientation lectures and individual counselling was given to students, their parents and other prospective students. • Advertisements in Newspapers, College Website, Brochure, Local cable channels were given to promote admission. • For PG admission, the final year students were encouraged to participate in Guest lectures, Seminar, Workshops on Research Methodology, conducted by the College and informed about the benefits of MCom - Internship, Dissertation, better job prospects, etc. • Degree College Teachers conducted few lectures in Junior College. Participation of Degree and Junior College students in Competitions, events, Cultural Programmes, NSS Activities, etc. were intensified.</p>
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<p>14. Whether AQAR was placed before statutory body ?</p>	<p>Yes</p>
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Name of Statutory Body	Meeting Date
IQAC	04-May-2021

<p><b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b></p>	<p>No</p>
<p><b>16. Whether institutional data submitted to AISHE:</b></p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2020</p>
<p>Date of Submission</p>	<p>14-Jan-2020</p>
<p><b>17. Does the Institution have Management Information System ?</b></p>	<p>Yes</p>
<p>If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)</p>	<ul style="list-style-type: none"> <li>• The institution has Management Information System in Accounts Department, Administrative Department, Library</li> <li>• The Accounts Office uses Tally Software for maintaining Accounts and Integration. A separate server is maintained in the college for storing data and backup. Implementation of Online payment of fee is in process.</li> <li>• Data Management System to facilitate paperless office is proposed.</li> <li>• All Degree College students are registered on Maharashtra Knowledge Corporation Limited (MKCL) Digital Portal of SNDT Women's University. The enrolment, admission, examination, seat number generation and results data are available Online on MKCL Portal.</li> <li>• Biometric attendance is mandatory for all Teaching and Non Teaching Staff.</li> <li>• CCTV Cameras are installed at the College entrance Gate, Administrative Office, Accounts Office, Library, Auditorium, Staff Room, few Classrooms, Passage, Staircase and campus for Monitoring and ensuring safety and security.</li> <li>• The library is automated and uses SLIM21 Software. The library has OPAC for checking the resources available in the library. The Library subscribes to N List and E resources. Additional E resources are also provided by SNDT Women's University. The Library provides password to students and Staff for remote access to N List and E resources.</li> <li>• Online Video conferencing platforms were used to conduct online lectures. GSuite Account, Microsoft Teams, Google Classroom, Canvas were some of the tools and LMS used for effective</li> </ul>

teaching learning evaluation for facilitating Online Teaching, Evaluation, Workshops, Webinars, etc. during COVID pandemic.

## 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

B.M.Ruia Girls' College is a minority institution affiliated to S.N.D.T. Women's University and adheres to the curriculum indicated in the syllabus developed by the University Syllabus Committees. The curriculum comprises of POs, PSOs and COs, the substantive outlines of courses in every discipline (syllabus), organizational details of implementation also assessment of student performance and thereby attainment of outcomes. It has been consistent at the UG level with the norms of the university protocol and prescribed format. The institution corroborates efficacious curriculum delivery through a meticulously planned and documented process focusing on employability, entrepreneurship and multi-skill development of the learners to complement the vision and mission of the college. The Principal conducts meetings with the department heads and faculty to make sure an effective and opportune implementation of the curriculum at the commencement of every academic year. Thereupon, the departments conduct meetings to ensure a productive execution of the lesson plans semester wise. Contingent on feedback from evaluation meetings, the significant activities are formulated in which curricular planning transpires at the level of department besides college containing appraising activities conducted in the previous year and resolutions on focus areas, preparation of annual calendars, time tables, attendance registers, timely execution and assessment of internal exams, assignments, seminars and dissertations are made. Academic Calendar is devised by integrating the plans of all the departments and committees transitioning into an effective accomplishment through lectures, presentations, assignments, seminars, workshops, competitions, and discussions tuning with the emerging national, global trends and appropriate to the local needs. Constructive delivery of curriculum is ensured by workload distribution with a balance of theory and tutorial periods and the faculty is encouraged to modify the methods of teaching to accommodate diverse learners learning at a different pace by employing multiple methods including innovative audio-visual aids and interactive life and application-based lectures to make the classroom experience relevant and applicable. Classroom teaching and tutorial guidance, bridge and remedial courses are utilized to achieve the learning objectives. Study Tours, Field Trips and Guest Lectures are organised to consolidate conceptual learning. Holistic development of learners is achieved through interdisciplinary activities pertinent to the current pressing concerns both nationally and internationally like gender, environment and sustainability, human values and professional ethics, development of creative and divergent competencies. LCD projectors and laptops are provided in the classrooms. The syllabus is made available for ready reference in the library. If required, extra lectures are conducted across all levels for the effective completion of the syllabus. Learners who find the syllabus challenging are given special attention to ensure their ways of learning are catered to and they are not any less than the rest of the class. Qualitative dimensions engaging interactive instructional techniques like interviews, group discussions, debates, projects, presentations, internship and application of ICT resources are used to evaluate and improve the competence of students. As a result of the Covid 19 Pandemic,

the faculty enhanced the knowledge of online teaching, evaluation tools by attending hands-on-trainings, thus ensuring more flexibility and effective use of ICT.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course in Goods and Service Tax (GST)	NA	20/08/2019	15	Focus on Employability, Job Roles - Accounting-Goods and Service Tax, CA Firms and other organizations	Basic knowledge of GST, Features, Principles, Applicability through Seminar participation and Internship
Certificate Course in Tally.ERP9 with GST in association with NIIT, Grant Road	NA	13/01/2020	20	Focus on Employability, Job Roles - Accounting with Tally, GST and Returns, Recording Advanced entries - Goods and Services, CA Firms, Banks, Retail and other organizations	Conceptual knowledge, Identify Financial Statements, Components of Tally, Record transactions, GST Adjustments and Return Filing
Certificate Program in Financial Markets -Sales and Operations by Bombay Stock Exchange Institute Limited.	NA	04/11/2019	45	Focus on Employability - In-depth understanding of Banking Finance and Capital Markets. Develop Career specific skills for Job Roles at Banks, capital and wealth management firms, Investment and Portfolio	Skill Development- Financial Capital Market knowledge- Introduction to Trading and its Softwares, Personal Professional Development Skills

**1.2 – Academic Flexibility**

## 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Commerce – Paper V Modern Finance	12/06/2019
BCom	Banking and Finance – Paper I Banking in India Principles and Operations	12/06/2019
BCom	Banking and Finance – Paper II Banking System in India	12/06/2019
BCom	Banking and Finance – Paper III Comparative Foreign Banking	12/06/2019
BCom	Economics – Paper VI Issues in Indian Economy	11/11/2019
BCom	Commerce – Paper VI Financial Markets	11/11/2019
BCom	Banking and Finance – Paper IV Principles and Operations	11/11/2019
BCom	Banking and Finance – Paper V Banking System in India	11/11/2019
BCom	Banking and Finance – Paper VI Comparative Foreign Banking	11/11/2019
BCom	Economics – Paper V Public Finance & Banking	12/06/2019
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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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	373	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
Career Ready Program	22/11/2019	43
100 Hours Computer Course (33 hours every	01/08/2019	327

year)		
Certificate Course in Goods and Service Tax (GST)	20/08/2019	28
Certificate Course in Tally.ERP9 with GST	13/01/2020	32
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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
MA	Economics	5
MCom	Advanced Management Accounting and Auditing	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
<p>Feedback for the academic year 2019-20 was collected, studied and appropriate action was taken. Feedback forms, analysis and the action taken report is available on the college website. It was obtained from four stakeholders including students, alumni, parents and teachers through Google forms. Feedback from Employers was collected by the PG students after their Internship. The feedback taken was on the issues of curriculum design and syllabus content. Course wise regular student feedback is collected on teaching and learning and is communicated to the respective faculty so that they assess themselves to improve and facilitate the teaching learning process in a constructive way. The feedback about the Curriculum is conveyed to the University through the teachers who are members of the Board of Studies/Syllabus Revision Committees. Feedback from teachers, alumni and parents is obtained at the end of the academic year and each response has been analysed and suggestions incorporated. A feedback analysis report has accordingly been prepared. The analysis exhibited that the outcomes met the expectations of all the stakeholders. The responses have been positive with reference to the content, design and workload as well as with the inclusion of advancements. Feedback provided by a few respondents with reference to upgrading infrastructure and resources have been deliberated and suitable measures have been initiated. The suggestions relating to curriculum content and design have been considered. The IQAC has made recommendations on the basis of suggestions received, and shared analysis with the departments and teachers. The departments, after discussions and meeting, made essential additions to the teaching plan in the present and the following academic year correspondingly. The suggestions and responses given by stakeholders are accommodated while formulating the activities and action plans</p>

for the next academic year. Action Taken Report, based on the feedback received, is as follow: The students of B.Com, BMS and MCom Programme emphasised on Employability and Skill based Certificate Courses. During the academic year 2019-20, the institution offered Add-on Certificate and Value added Courses in (i) TALLY.ERP9 with GST, (ii) Goods and Service Tax Course, (iii) Certificate Program in Financial Markets -Sales and Operations by Bombay Stock Exchange Institute Limited, (iv) Career Ready Program, etc. Guest lectures were conducted on Career opportunities in various fields like Journalism, Banking, Graphic designing, Special education, Accounting, etc. Workshops on Filing Income-Tax Returns, Intellectual Property Rights, ICT, Competitive Exams, etc. were conducted for students, Staff and stakeholders. Students suggested that E- Learning courses should also be accessible. Faculty Development Program on "New Teaching Pedagogies in Higher Education Institutions was conducted by IQAC to train faculty to develop E-content, course creation, use of video and audio tools for recording, Google site and webpage creation, uploading content, material, videos, etc. E-resources by faculty were shared on Google Classroom, Google sites, Websites, YouTube, Whatsapp groups, etc. which was easily accessible to the students even during pandemic.

## 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	16	16
MA	Economics	40	0	0
BMS	Human Resource Management	60	31	31
BA	Sociology	40	14	14
BA	Economics	40	5	5
BA	Hindi	40	18	18
BCom	Commerce	120	111	111

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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
2019	380	30	15	1	8

### 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	Number of smart classrooms	E-resources and techniques used
19	19	18	4	0	20
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The College has implemented a robust student mentoring system. The dedicated full-time faculty members from each department take on the role of mentors for a group of students, beginning with their enrolment in the first year and continuing through their second and third years, and even up to the postgraduate level. To initiate this mentorship process, each student is provided with a mentorship form containing essential details about the student. We conduct mentorship meetings twice per semester, during which the mentors closely monitor various aspects of the mentees progress, including their learning abilities, communication skills, lecture attendance, participation in extracurricular activities, academic performance, and computer proficiency. The progress of each mentee is continually tracked and recorded. Mentors pay special attention to academic performance, utilizing both internal and external examination grades to assess the students academic progress. In cases where a student has achieved lower grades, the mentor steps in to offer suitable assistance and support for improvement. Mentors identify slow learners and provide the necessary resources and guidance to help them perform better. Effective communication skills are another focus area for mentors. Students are given opportunities to enhance their communication abilities through class presentations, and mentors provide guidance for overcoming any fears or concerns related to public speaking. Attendance monitoring is also a vital aspect of our mentorship program. The Attendance Committee compiles monthly attendance data, which mentors use to track the attendance status of their mentees. If a mentees attendance is unsatisfactory, the mentor has the opportunity to meet with the mentees parent or guardian during a designated meeting. Our institution regularly hosts co-curricular and extracurricular activities, providing mentees with opportunities to participate and showcase their skills. Mentors actively seek out chances for mentees to perform and offer encouragement. They take a keen interest in identifying and nurturing talent, enabling students to participate in competitions within and outside the college. Mentors also play a proactive role in recognizing the aptitudes and talents of their mentees, suggesting additional courses beyond their current program. Mentees were encouraged to enrol for Add-on Certificate Courses like Tally and Goods and Service Tax Employability Skill Training, etc. Furthermore, mentors keep their mentees informed about suitable job opportunities to enhance their job prospects and career development. The mentorship system is instrumental in assisting students in making informed decisions about their future careers, especially upon graduation. We also take appropriate measures to support students dealing with behavioural issues, directing them to the college counselling cell for further guidance. The mentors provide personalized attention to help students cope with peer pressure, exam stress, address family problems, and prioritize healthy living. The mentees are also guided to make informed career choices, prepare for competitive exams, pursue higher education, to achieve academic growth and excellence.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
410	16	1 : 26

**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
18	16	2	1	9

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	Designation	Name of the award, fellowship, received from
---------------	--	-------------	--



	state level, national level, international level		Government or recognized bodies
2019	Ms. Sumita Guha	Assistant Professor	Rashtriya Pratibha Award by Indo Socio Development Association
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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 I	25/11/2019	18/12/2019
BMS	010	Semester V	18/10/2019	08/11/2019
BMS	010	Semester III	15/10/2019	08/11/2019
BMS	010	Semester I	23/11/2019	21/12/2019
BA	001	Semester V	11/10/2019	30/11/2019
BA	001	Semester III	11/10/2019	30/11/2019
BA	001	Semester I	25/11/2019	21/12/2019
BCom	002	Semester V	11/10/2019	28/11/2019
BCom	002	Semesteeer III	11/10/2019	11/11/2019
BCom	002	Semester I	25/11/2019	21/12/2019
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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 strictly adheres to the Continuous Internal Evaluation (CIE) aligned with University Guidelines. This ensures consistency and compliance with the established standards. CIE system allocates 25 marks for internal assessment in each course for BA, BCOM, and BMS programs, while PG program assigns 50 marks. Internal Assessment weightage is in line with University regulations. The institution operates with a well-defined academic calendar, highlighting semester-wise dates for CIE assessments. These dates are communicated to students through various channels, including circulars, PTA meetings, and displayed on notice boards. CIE framework incorporates diverse assessment methods to evaluate students competency and knowledge. These methods include internal tests, projects, class assignments, online quizzes, class presentations using PowerPoint (PPT), report writing, surveys, case studies, role plays, mock investments, report writing, field/educational visits, and many more. This diversified approach enriches the evaluation process. The institution follows a structured timetable for conducting internal examinations. Faculty members submit the question papers to the examination committee well in advance. This practice ensures timely and well-prepared assessments. Enhanced student engagement ensures transparency and accountability. Students are provided with their answer scripts for Internal test papers. Assignments and projects are discussed thoroughly with students before implementation. This approach cultivates strong student-teacher relationships during the project and assignment phases. The Examination Committee diligently maintains a register of students semester-wise internal

assessment scores. These scores undergo rigorous verification and are subsequently uploaded onto the University Examination Portal. This meticulous record-keeping enhances data accuracy and transparency. These reforms collectively contribute to a robust and student-centric Continuous Internal Evaluation (CIE) system that promotes fair, diverse and transparent assessment practices.

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

At the outset of each academic year, the institution initiates a systematic process for preparing and adhering to the academic calendar. This vital document serves as a comprehensive guideline for the scheduling of examinations and related activities, ensuring seamless coordination across various departments and committees. The Head of the institution initiates this process by disseminating tentative semester-wise examination dates, as per university circulars, during staff meetings at the beginning of the academic year. This information-sharing session is followed by collaborative planning. The individual departments and committees take the lead in planning their activities for the academic year. They meticulously outline dates for various events and initiatives they intend to conduct. The inputs provided by these departments and committees are then harmoniously integrated into the overarching yearly academic calendar of the institution. This ensures that the calendar encompasses all essential academic and extracurricular activities, including examination-related details. The academic calendar plays a pivotal role in guiding the planning processes within the institution. Faculty members rely on it to prepare exam timetables and develop teaching plans. It promotes the timely completion of syllabi and the smooth execution of Continuous Internal Evaluation (CIE) within pre-established timeframes. Based on the academic calendar, semester-wise dates for the submission of internal marks, distribution of question papers, and the submission of assessed answer scripts are determined. These dates are communicated to the faculty to facilitate efficient exam planning and administration. The academic calendar also earmarks dates for various institutional events and activities, such as the College Annual Day, departmental competitions, committee meetings and their respective activities, guest lectures, seminars, workshops, educational tours, field visits, inter-collegiate competitions, and events related to sports, cultural programmes, National Service Scheme (NSS), and National Cadet Corps (NCC), WDC, ICC, and other committees. The yearly academic calendar becomes a central source of information and a planning tool for students, faculty, staff, and other stakeholders within the institution. It serves as a reliable reference point for all scheduled events and activities throughout the academic year. It serves as a comprehensive roadmap that ensures the smooth conduct of examinations and facilitates the efficient organization of all institutional activities, developing a structured and well-coordinated academic environment.

**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	18	18	100
001	BA	Economics	10	9	90
001	BA	Sociology	15	15	100
002	BCom	Commerce - Financial Accounting and Auditing; Banking and Finance	47	47	100
010	BMS	Human Resource Management	15	14	93.33
011	MA	Economics	5	3	60
012	MCom	Commerce - Advanced Management Accounting and Auditing; Human Resource Management	9	9	100
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## 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-2019-20.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
Nil	00	NIL	0	0
<a href="#">View Uploaded File</a>				

### 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
Guest Lecture on 'Intellectual Property Rights' By Dr. Vijay Malhotra (Retired Director, Indian Railway)	Department of Hindi	16/03/2020
Workshop on Financial Literacy by Disha Trust,	Department of Commerce and Department of	23/12/2019

ICICI Foundation	Sociology	
'Financial Literacy and Careers in Securities Markets' by National Institute of Securities Market (NiSM), Navi Mumbai	Department of Commerce - Session and Visit to National Institute of Securities Market (NiSM)	06/03/2020
Webinar on "Writing a Winning Resume"	Department of Commerce of B. M. Ruia Girls' College and Maniben Nanavati Women's College, in association with and Board of Industry Academia Partnerships (BIAP)	29/05/2020
Workshop on Careers in Financial Sector at Piramal Enterprises Ltd., Kurla, Mumbai	Career Guidance and Placement Cell, Department of Commerce and Department of Sociology, in association with Antarang	13/02/2020
Role of Securities Exchange Board of India (SEBI) in Investor Protection and Capital Market	Department of Commerce	03/03/2020
Manufacturing Process of Bisleri Mineral Water and Plastic Recycling- Bottles for Change Environment Conservation initiatives by Bisleri	Department of Commerce, Department of Sociology	13/08/2019
Sessions on Finance, Economy, Literature at Bombay Stock Exchange during the BSE Dalal Street Lit Fest	Department of Commerce and Department of Economics	18/12/2019
Wealth Creation and Mutual Fund by Ms. Krutika Jain Mehta	BMS	23/07/2019
Workshop on SPSS and Hands-on Training Program. Dr. Sandip Bhanot, Associate Professor from SIES College of Management Studies, Nerul, Navi Mumbai, was the Resource Person	PG Department of Commerce	13/09/2019
Tarapur Packaging Industries, Murbad	Department of Commerce, Department of Sociology	03/08/2019
The Tribune, Chandigarh	BMS	28/12/2019

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
"Gandhiji Ke Vicharon Ka Punrabritti"	Anshu Yadav	Shri M.D.Shah Mahila College Of Arts and Commerce, Malad, Mumbai	19/12/2019	3rd Prize in Intercollegiate Paper Presentation Competition
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### 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
Innovation and Incubation Center	Entrepreneurship and Empowerment	B.M.Ruia Girls College	Unnati	Trade Fair	11/12/2019
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	1	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	2	6.3
National	Economics	1	6.2
<a href="#">View Uploaded File</a>			

#### 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
Department of Commerce	2
BMS	1
Department of Economics	1
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#### 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	NIL	NIL	Nil	0	NIL	0
<a href="#">View Uploaded File</a>						

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	NIL	NIL	Nil	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	27	154	32	89
Presented papers	3	7	0	0
Resource persons	0	0	0	5
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**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
Swachh Bharat Abhiyan at Umroli Village	Umroli Village Sarpanch and members of Gram Panchayat, and NSS Unit, B.M.Ruia Girls College	6	120
Beach Cleaning, Chimbai Beach, Bandra	Sathya Sai Seva Organization	3	56
Ek Bharat Shreshtha Bharat Abhiyaan	NSS Unit, B.M.Ruia Girls College, SNTD Womens University, Mumbai, Sambalpur University, Odisha	3	125
Blood Sugar Check Up Camp under 'Project Positive Health Camp'	Rotary Club of Bombay Queen City	3	608
Eye Check Up Camp	Rotary Club of Bombay Mid City	3	257
Karm Eye Check Up Camp	Karm NGO	3	74
Pulse Polio Immunisation	Municipal Corporation of Greater Mumbai, D Ward	3	15

Bone Muscle Density Check Up Camp	Rotary Club of Bombay Mid City	11	75
Self Development Workshop	Rotary Club of Bombay Mid City	9	108
Menstrual Hygiene Management and distribution of Free Sanitary Napkin Hampers Programme	Indian Red Cross Society	5	250
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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	74
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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 activities	Number of students participated in such activities
Rights of Girl Child	Population First in Collaboration with SBI Foundation	Population First Event the 'International Day for Girl Child'	3	17
Swachh Bharat Sarvekshan 2020	Brihanmumbai Municipal Corporation	Swachh Bharat Sarvekshan 2020 Awareness Campaign, January 31, 2020	3	58
Swachh Bharat Abhiyan	Satya Sai Seva Organisation, Mumbai Warriors in Association with Municipal Corporation of Greater Mumbai (MCGM)	Beach Cleaning Activity October 2, 2019	3	56
Pulse Polio Immunisation Campaign	Municipal Corporation of Greater Mumbai, D Ward	Pulse Polio Immunisation	2	15
Women and Health	Family Planning association of	Workshop on "Sexual Reproductive	2	88

	India	Health"		
Swachh Bharat Abhiyan at Umroli Village	Umroli Village Sarpanch and members of Gram Panchayat, and NSS Unit, B.M.Ruia Girls College	Cleanliness Drive	8	120
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### 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
Workshop on SPSS and Hands-on Training Program	15	College	3
National Webinar on "Writing a Winning Resume"	300	College	1
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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
MCOM Internship	Intern Trainee	Suraj Electronics, Rajasthan	13/01/2020	15/02/2020	Bishnoi Sangeeta Bhagaram
MCOM Internship	Accounts Assistant, Intern Trainee	Infoage Technology Pvt. Ltd. Office No.06, Saraswati Sadan, Sainath Road, Malad West, Mumbai - 400064. Maharashtra	02/12/2019	07/01/2020	Gupta Priyanka Umashankar
MCOM Internship	Intern Trainee, Accounts Department	SHARP POINT CLASSES (COMMERCE SCIENCES), Saat Rasta, Near Kasturba	09/12/2019	11/01/2020	Gupta Puja Mohanlal



		Hospital, Mahalaxmi- 400011			
MCOM Internship	Intern Trainee, Accounts Department	CA K. K. Savla Co. C-406/407, Hetal Arch, S.V.Road, Malad-W, Mum bai-400064	20/01/2020	22/02/2020	Kara Hasanti Ramji
MCOM Internship	Accountant	PRIYANKA TAX COUNSLTANT, CP Tank Bhulswar, Ground Floor, Mumbai 400002	23/12/2019	31/01/2020	Khandelwal Ansuta Sunil
MCOM Internship	Intern Trainee	S.K Fitting Tubes, Rajasthan	13/01/2020	15/02/2020	Mauri Kumari Bhalaram
MCOM Internship	Intern Trainee	IMAGE, 403/404, 4TH Floor, Jasmine Apartment, Dada Saheb Phalke Road, Opp, Kalakendra, Dadar (E), Mumbai 400 014	23/12/2019	31/01/2020	Saiyed Rabab Sartaj
MCOM Internship	Accounts Executive (Intern)	CA A. K. Jadav Co. 1101/03 Navjivan Commercial Premises, Lamington Rd, Mumbai - 400007	13/01/2020	15/02/2020	Shah Riya Mukesh
MCOM Internship	Accountant	KAPACHI CLOTHING PVT. LTD, 111-112, Apple Plaza, 1st Floor, Next To Dadar, Manish Markets Marg, Dadar West,	23/12/2019	31/01/2020	Solanki Pooja Arjun

Mumbai-  
400028

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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	Intercollegiate Faculty Exchange and Student Development Programmes	28
NIIT, Grant Road	16/12/2019	Tally ERP9 with GST Certificate Course	34
BSE Institute Limited	20/08/2019	Skill based CSR - Funded training program in Financial Markets Sales and Operations	10

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#### 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
8.2	8.24

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Others	Newly Added

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##### 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 partially)	Version	Year of automation
SLIM21	Fully	3.4	2010

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	952	171568	128	41045	1080
Reference Books	221	57212	4	4440	225	61652
e-Books	160809	Nil	Nil	Nil	160809	Nil
Journals	1	1500	Nil	Nil	1	1500
e-Journals	8311	Nil	Nil	Nil	8311	Nil
Digital Database	3	Nil	Nil	Nil	3	Nil
CD & Video	119	Nil	Nil	Nil	119	Nil

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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	NIL	NIL	Nil

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#### 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
Existing	54	2	3	3	0	10	0	10	0
Added	0	0	0	0	0	0	0	0	0
Total	54	2	3	3	0	10	0	10	0

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

10 MBPS/ GBPS
---------------

##### 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	Nil

#### 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	Expenditure incurred on	Assigned budget on	Expenditure incurred on
--------------------	-------------------------	--------------------	-------------------------

academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
23	19.21	7.7	6.72

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)

The college places great importance on meticulously adhering to a comprehensive set of procedures and policies to effectively manage and maximize the utility of its physical, academic, and support facilities. The administration prioritizes the prudent allocation of financial resources for acquiring and maintaining these facilities. Before any new acquisitions, a well-established protocol is meticulously followed. This entails soliciting quotations from a minimum of three vendors, presenting the proposals to the College Development Committee for thorough discussion and review, and ultimately securing joint approval from the institutions Management and Principal for all related expenditures. The College Development Committee allocates an appropriate budget to support infrastructure maintenance. To ensure the seamless operation of critical equipment like computers, laptops, printers, photocopy machines, multimedia projectors, lifts, air conditioners, surveillance cameras, televisions, gymnasium equipment, fire extinguishers, biometric attendance machines, and more, the college enters into annual maintenance contracts with agencies. Annual renewal of the college website contract is maintained. Library: The college has a well-equipped library, featuring an extensive collection of books, journals, and various educational resources. It offers access to electronic resources through N-List (Inflibnet). The librarys operations are streamlined through automation, facilitated by the SLIM21 Library Management Software and Online Public Access Catalogue (OPAC). The college library maintains a dedicated website that provides links to numerous open-access resources. Borrowing books necessitates a library card, and free access to N-List resources, as well as online access to university e-resources are provided. The College Librarian oversees the provision of login IDs and passwords. Computer access, including free internet use on college computers, is available to all students and staff. Classrooms: The college has a number of classrooms for undergraduate and postgraduate classes equipped with adequate ventilation, fans, and lighting for an ideal learning environment. Some classrooms have multimedia projectors. Sports and Cultural Activities: The college offers a wide spectrum of cultural activities, indoor and outdoor sports, yoga, gymnasium facilities, among others. Indoor games such as chess and carom are held, yoga sessions are conducted in the auditorium. For outdoor sports, the college obtains permission from BMC to utilize the nearby Maidan. University provides coaching for yogasana, badminton, rope-mallakhambh, etc. The college has a well-equipped gymkhana with state-of-the-art fitness equipment, including electronic treadmills, exercise cycles, twisters, multi-pulley machines, fitness machine, multi-gym setup. The college also maintains musical instruments like harmonium and tabla. Digital cameras and card readers are used for documenting the activities. Maintenance and Cleanliness: The college ensures the consistent cleanliness and maintenance of all its facilities through a structured approach. This involves assigning specific responsibilities and areas to dedicated personnel, including peons and sweepers, who systematically carry out their tasks on a regular basis. Pest control measures are conscientiously conducted within the college campus. Health and Counselling: The college provides accessible health services, including access to a Doctor on call, with emergency contact numbers prominently displayed across the campus. First-aid facility is readily available. The College Counselling Cell, ???????, offers regular counselling to students. The college canteen serves clean vegetarian and Jain food.

## 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	Management of B. M. Ruia Girls' College, and Merit Scholarships	70	126070
Financial Support from Other Sources			
a) National	Shalibhadra Charitable Trust	10	35000
b) International	NA	0	0
<a href="#">View File</a>			

#### 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 implementation	Number of students enrolled	Agencies involved
Workshop on Yoga Awareness on the occasion of International Yoga Day	21/06/2019	83	B. M. Ruia Girls College
Certificate Course in Goods and Service Tax (GST) - Basic Level	20/08/2019	28	B. M. Ruia Girls College
Mentorship Programme	29/08/2019	410	B. M. Ruia Girls College
Workshop on SPSS and Hands-on Training Program	13/09/2019	20	Under MOU with Maniben Nanavati Womens College, Vile Parle
Certificate Program in Financial Markets -Sales and Operations	04/11/2019	9	Bombay Stock Exchange Institute Limited.
Soft Skill Development - Employability and Skill Development Training Certificate Course - Career Ready Program	22/11/2019	43	Antarang Foundation
Certificate Course in Tally	13/01/2020	32	NIIT, Grant Road and B.M. Ruia Girls

ERP9 with GST			College
Self-Development Workshop - Guest Lecture on Women and Finance by Mr. AG Hemang Jangla Guest Lecture on Legal Awareness by Advocate Ms. Ujwala Karandekar, Session on Self-Defence	22/01/2020	108	Rotary Club of Bombay Mid-City
National Webinar on Designing Google Forms and Integrating Certificates and Creating Website on Google sites	27/05/2020	363	Mr. Santosh Popade, Head, Department of Mathematics and IQAC Coordinator, Sant Tukaram College, Parbhani, Maharashtra.
National Webinar on Writing a Winning Resume.	29/05/2020	300	Under MOU, Jointly organised by Department of Commerce of B. M. Ruia Girls' College and Maniben Nanavati Women's College, in association with Board of Industry Academia Partnerships (BIAP)
<a href="#">View File</a>			

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 passed in the comp. exam	Number of students placed
2019	Career Counselling	0	270	0	11
2019	Certificate Course in Goods and Service Tax (GST) - Basic Level	0	28	0	0
2019	Certificate Program in Financial Markets	0	9	0	2

	-Sales and Operations				
2019	Employability and Skill Development Training Certificate Course - 'Career Ready Program'	0	43	0	1
2019	Careers in Web Designing	0	80	0	0
2020	Workshop on Interview Techniques and Grooming Skills	0	64	0	0
2020	Career Opportunities in Special Education	0	73	0	0
2020	Careers in Securities Markets	0	52	0	0
<a href="#">View File</a>					

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
3	3	5

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Concentrix Campus Recruitment Drive	20	4	LinkedIn - CareeReady Placement Mentoring linkage organized by Antarang Foundation	20	8
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Department	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2019	16	BCom	Commerce	B.M.Ruia Girls College	MCom
2019	2	BA	Hindi	SNDT Women's University	MA (Hindi)
2019	1	BA	Hindi	PVDT College of Education for Women, SNDT Women's University	Bachelor of Education
2019	1	BA	Hindi	Gyanodaya B.Ed College, Thane	Bachelor of Education
2019	3	BA	Sociology	Mumbai University	MA (Sociology)
2019	1	BA	Sociology	SNDT Women's University	MA (Sociology)
2019	1	BA	Economics	Shri M D Shah Mahila College, Malad	MA (Economics)
2019	1	BA	Economics	Symbiosis Institute of Health Sciences, Pune	MBA in Hospital and Healthcare Management

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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	0
SET	0

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Self-composed Poetry Recitation Competition was organised on 17th January, 2020	Inter-collegiate Competition	139
Minithon Road Race by SNDT Women's University at Juhu Campus on	University Level	13



09-02-2020		
Special Chess and Rubik's Cube Training Session on on 07-03-2020	Institution Level	62
Annual Sports Day on 07-12-2019	Institution Level	167
Celebration of International Yoga Day	Institution Level	83
Students participated in the Youth Festival - Regional SNTD Yuva Mahotsav Organised by SNTD Womens University	University Level	35
Shrimati Sumita Devi Shrikant Dalmia Nirjhar Inter-Collegiate Festival on 13.12.19 and 14.12.2019	Inter-collegiate Competition	518
Ras-Phuhar - Annual Day on 10th January, 2020	Institution Level	400
Miss Yashwini Contest on 8th January, 2020	Institution Level	12
Shri Ramprasad Poddar Bhajan Competition was organised on 16th January, 2020	Inter-collegiate Competition	157
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### 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
2020	Consolation Prize in Inter-Collegiate Self Composed Poetry Recitation Competition organised by Savitribai Phule Pune University on 25th January, 2020.	National	Nil	1	2017-0161-00-070851	Nirali Shukla

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

The institution recognizes the importance of student involvement in decision-making processes and has established a Student Council. This council comprises elected student representatives who play a pivotal role in addressing student concerns and enhancing the overall college experience. The Student Council members are elected through a democratic and transparent election process conducted annually. The Student Council actively participates in a diverse range of academic, co-curricular, and extracurricular activities, providing its members with valuable opportunities to develop essential skills such as planning, organizing, leading and execution. These experiences contribute significantly to the holistic growth and development of the students. Student Council members are included in academic committees to ensure student representation in matters related to academic policies, curriculum development and course feedback. Their insights contribute to an inclusive academic environment that aligns with student needs. Students are also represented on various administrative committees, including those dealing with development and student services, like College Development Committee, etc. Their participation ensures that administrative decisions consider the practical impact on students. Student Council actively supports and promotes student-led initiatives, such as organizing cultural events, academic seminars, and community service projects. This encourages leadership and develops a sense of responsibility among students. This dynamic Student Council operates under the guidance of faculty members, led by the college Principal. This committee plays a crucial role in coordinating several activities and events held throughout the academic year. The Student Council conducts regular meetings. The Council motivates students to participate in a wide range of academic pursuits, including research paper presentations, debates, elocutions, seminars, and workshops organized by the college. They collaborate with various committees to organize numerous events and activities throughout the academic year, collectively contributing to the comprehensive personality development of our students. College Annual Day, 'Miss Yashaswini' competition, Talent Show, Trade Fair 'Unnati', Inter-collegiate competitions, 'Nirjhar', paper presentation competitions, Bhajan, Self-composed Poetry, Essay, and other events are managed efficiently by the Student Council. The students also actively participate in sports activities, at college and inter-college levels. Their involvement extends to literary and artistic expression through contributions to the annual college magazine, Unnati, where they share their talents through articles, poetry, and more. Recognizing the importance of social awareness in education, our college has an active NSS Unit that conducts various activities, like Free Eye Check-up, Medical checkup camps, Swachh Bharat Abhiyan, Yoga Day celebrations, Tree Plantation campaigns, Awareness programmes, and many more in collaboration with NGOs, such as Indian Red Cross Society, KARM, Rotary Club. Students involvement in social initiatives develops a strong sense of community engagement and civic responsibility. To support these initiatives and provide guidance, faculty members are assigned as mentors and facilitators, ensuring that students receive the necessary mentorship and support to excel in their endeavors. The Student Council actively promotes welfare of students. They work towards improving campus facilities, enhancing academic resources, and addressing student related issues. The Student Council plays an important role in representing the student bodys interests and ensuring their active participation in the governance of the institution.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

416

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

24000

5.4.4 – Meetings/activities organized by Alumni Association :

Two 1. On 21st December, 2019, B.Com Alumni, Ms. Kusum Waghela was the Resource Person for the session on Careers in Web Designing. She gave a brief overview of using Coreldraw X7 for designing, and preparing short Videos. 2. Alumni Anand Mela was organized on 28th September, 2019. The Trade Fair was organized to give Alumni a platform to exhibit their entrepreneurial ventures.

## **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)

The Internal Quality Assurance Cell (IQAC) plays a pivotal role in enhancing the overall quality of the institution by planning, implementing and monitoring various activities and programs. At the beginning of each academic year, committees outline a tentative schedule of activities, which is reviewed and approved during the College Development Committee (CDC) meeting. These activities, organized under the guidance of IQAC, are then executed by departments and committees throughout the year. IQAC is responsible for designing the comprehensive plan for the academic year and oversees its implementation through coordination with departments and committees. Annual committees, led by senior faculty members, are also formed to manage various aspects of institutional activities. These committees have the autonomy to plan events, engage resource persons, and execute operational tasks, all within the framework of consultation and approval from the Principal and senior authorities. This collaborative approach ensures effective planning, execution, and monitoring of activities aimed at enhancing the institutions overall quality and academic excellence. To ensure smooth execution, a duty chart is prepared for most events, assigning specific responsibilities to each faculty member. Faculty in charge of these duties assume leadership roles, overseeing their respective tasks for the event. Teachers actively participate in decision-making processes within the colleges administrative framework, promoting a culture of collaboration and inclusivity. Additionally, student council members collaborate closely with faculty and staff to guarantee the success of various programs and initiatives, creating a collaborative environment for continuous improvement and enhanced student outcomes. Another practice that reflects decentralization and participative management is the collaborative engagement in college development and student empowerment initiatives. This is demonstrated through meetings of the College Development Committee (CDC), where management, teaching, and non-teaching staff converge to discuss and make decisions focused on the colleges growth and student welfare. Daily decisions are facilitated through transparent communication channels involving the Principal, Department Heads and committee members. This ensures that decisions are well-informed, consider diverse perspectives, and align with the institutions vision, mission, and objectives. The college grants teachers the autonomy to plan and execute teaching-learning, evaluation, student and faculty development programmes that align with the institutions broader goals and are beneficial for the overall growth of the institution. This includes seminars, workshops, guest lectures, projects, assignments, industrial and field visits,

competitions, and events, all planned in consultation with department members and committees to ensure alignment with course objectives and institutional vision. Teachers are empowered to plan and execute activities that benefit students while adhering to the colleges overarching goals.

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
Curriculum Development	<p>The college strictly adheres to the curriculum prescribed by S.N.D.T. Women’s University. Many faculty members represent on Board of Studies, contributing significantly to curriculum development. Content analysis and curriculum enhancement workshops are organised B.Com.III-Sem.VI-Economics. The college conducts add-on courses, workshops, guest lectures, skill-development training and industrial visits to incorporate latest industry developments and enhance employability skills Certificate Courses- Tally-ERP9, GST, Financial Markets, Career-Ready-Program. Technology enhanced teaching-learning tools, resources and multimedia content are incorporated in teaching to make the curriculum more engaging. Experiential learning opportunities such as internships, projects, case-studies, role-plays, practical assignments are integrated in the curriculum to provide hands-on-experience</p>
Teaching and Learning	<p>The institution ensures effective curriculum delivery through meticulous planning and documentation. This includes creating comprehensive lesson plans at the beginning of each semester. Academic activities and internal assessment calendars incorporate activities, guest lectures, workshops, seminars, PowerPoint presentations, assignments, projects, competitions, and interdisciplinary activities. Recognizing the dynamic nature of the teaching-learning process, the college provides ICT facilities like projectors and laptops to enhance instructional delivery.</p> <p>Resources used- Power-Point-Presentations, Video Lectures, Personal Websites, Screencast-O-Matic, Padlet,</p>

Mobile Apps, YouTube Videos, Podcasts, Audio Files, Websites, MOOCs, e-PG Pathshala, SWAYAM, Shodhganga, Online Quiz, Google Forms, Kahoot, Testmoz, LMS-Google Classroom, Video Conferencing- Google Meet, Zoom, MS-Teams.

Examination and Evaluation

The institution ensures that internal examinations align with the Program Specific Outcomes (PSOs) and Course Outcomes (COs) outlined in the syllabi, ensuring that assessments directly measure the intended learning outcomes. Continuous assessment of students is emphasized through diverse formative and summative assessment methods written tests, individual/group projects, assignments, presentations, online tests, for comprehensive evaluation of students knowledge and skills. Students with diverse learning strengths are accommodated, thus promoting inclusivity. The institution actively seeks and values student feedback at the end of each semester which serves as a valuable tool for identifying the strengths of teaching and areas for improvement.

Research and Development

The institution actively promotes research activities by organizing Research Methodology Workshops, guest lectures, National and State-level seminars, for faculty and students. Faculty members are encouraged to participate in National and International seminars, conferences, and publish research papers in reputed journals. Emphasis is given to pursue research projects and explore opportunities for research funding, and grants, from government and external research organizations. Several faculty members possess Ph.D. qualifications, and are encouraged to apply for recognition as Ph.D. Guides. The college has been publishing ISBN volumes since 2012. During the year, faculty members published research papers in reputed journals and presented papers at National and International conferences. The Research Cell organizes research competitions for students, at college and intercollegiate level. Research guidance and support is provided to postgraduate students for preparing their research projects, nurturing

their research skills and capabilities. Code of Ethics for Research ensures that all research activities adhere to ethical standards and guidelines and promote research ethics and integrity.

Library, ICT and Physical Infrastructure / Instrumentation

The college library has collection of books, journals, various learning materials. Faculty and students have access to a wide range of e-resources through N-List (Inflibnet), enhancing research and learning opportunities. The library is fully automated using SLIM21 Library Management software and offers an Online-Public-Access-Catalog (OPAC), facilitating easy and efficient access to library resources. Library website, provides links to numerous open-access resources. Collaborations with other libraries offer additional resources. The institution offers ICT amenities, including projectors and laptops. The presence of Wi-Fi, hot spot connections, laptops, portable projectors, and screens ensures that all classes are equipped with ICT capabilities. Suitable budget for infrastructure maintenance, ensures the purchase and upkeep of infrastructure facilities. Annual Maintenance Contracts for computers, lifts, CCTV Cameras, gymnasium-equipment, and air conditioners assures proper functioning. Accounts department uses TallyERP9, MKCL the office Centrico MIS Software for data management

Human Resource Management

The college Management ensures effective coordination between academic and administrative planning and execution, promoting teamwork guided by principles of participation and transparency. The institution operates through a network of committees which includes Academic, Admission Examination, Students Welfare, Quality Assurance Cell, Cultural, NSS, NCC, Sports, Career Guidance Placement, Black List, Parent Teacher Association, Anti Ragging, Internal complaints, Counselling, Library, Research, Hindi, English, Multi-Media Club, Environment Club, Women Development Cell, and Disaster Management Cell. Each committee plays a vital role in ensuring holistic development and a conducive learning environment. The Internal Quality Assurance Cell (IQAC), meticulously evaluates various aspects

of academic and professional development programs. This includes assessment of examination question papers, answer papers, projects, assignments, lesson plans, departmental activities, seminars, workshops, and other initiatives. Faculty members are encouraged to enhance their professional skills through continuous learning and development. Annual performance appraisals at the end of the academic year serve as mechanisms to gauge and improve faculty performance, ensuring a high standard of education delivery.

Industry Interaction / Collaboration

The institution has implemented robust quality improvement strategies to enhance industry interaction and collaboration. These strategies are designed to foster mutually beneficial relationships between academia and industry, ensuring relevance, innovation, and real-world applicability in education and research. Regular guest lectures, workshops, and seminars conducted by industry experts provide valuable insights into industry practices, emerging technologies, and market trends. These sessions bridge the gap between academia and industry, enriching students learning experiences. Collaborations with industry partners for certification programs and specialized training courses equip students with industry-recognized credentials and practical skills, enhancing their employability and career prospects.

Admission of Students

The college publicizes in the prospectus, the admission criteria, including academic qualifications, and eligibility requirements as per the guidelines of the affiliated S.N.D.T Women's University, and is available on the college website. To reach a diverse audience, the institution conducts awareness through newspapers, brochures, and social media. Collaborative efforts with junior colleges and educational institutions involve organizing orientation programs and career guidance sessions for prospective students. These sessions provide insights into the colleges academic programs, extracurricular activities, campus life, and support

services, helping students make informed decisions about their educational journey. These orientation programmes highlight the colleges strengths, faculty expertise, infrastructure, and student achievements. The college organizes alumni interactions and testimonials to share the experiences and success stories of past students.

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

E-governance area	Details
<p>Planning and Development</p>	<p>Leveraging digital technologies for efficient communication, collaboration and management of various processes. Departments and committees utilize platforms like Google Drive, OneDrive, and Microsoft Office to store and share documents such as academic calendars, activity plans, notices, circulars and program details. Email and instant messaging apps like WhatsApp are used for swift communication among stakeholders. Google Docs and Microsoft Office are used to facilitate real-time collaboration on documents, allowing faculty to work together simultaneously and track changes. This streamlines the process of creating and updating reports, proposals and program plans. The Internal Quality Assurance Cell (IQAC) collects reports, supporting documents and data through online submissions and email. This digitization of data collection enhances accuracy, transparency, and accessibility of information for decision-making and compliance purposes. Upcoming events and important updates are published on the college website. This serves as a centralized information hub for students, faculty, staff, and external stakeholders to stay informed about college activities and initiatives. The library website provides access to digital resources such as e-books, e-journals, previous exam question papers and research materials. Online surveys, feedback forms, and suggestion boxes are implemented to gather input from stakeholders regarding college programs and services and also student data and other relevant information regarding mental health, COVID-19, safety, etc. were also collected during lockdown. This feedback was used for guidance,</p>



counselling and making continuous improvement in decision-making processes.

Administration

Digital storage of important documents is achieved. Efforts are underway to digitize all document storage, transitioning from paper-based systems to digital record-keeping for enhanced accessibility. Government and university circulars, correspondences, notices, and related documents are now stored and shared electronically.

Online admission process allows students to apply through the university portal and submit required documents and photos digitally. This streamlined approach ensures easy data retrieval and aids in managing student information, and generate enrolment lists, program details, internal marks list and academic records. Digital communication channels such as email and messaging platforms facilitate continuous internal communication among faculty, staff, and administrators.

Announcements, notices, circulars, letters, meeting agendas, and updates are efficiently shared through these platforms, enhancing collaboration and information dissemination.

Finance and Accounts

The Finance and Accounts department use Master Software Fee Management and Tally Software to manage financial data efficiently. The transition to cashless fee collection ensures direct deposits into the bank, streamlining financial transactions. Payments to guests, resource persons, judges, and examiners are executed through bank transfers, promoting transparency and convenience.

Financial reporting and analysis are conducted regularly, aiding in budget forecasts, expenditure tracking, and decision-making processes with the help of comparative statements. Salary slips are distributed via email, enhancing accessibility and reducing paperwork for staff members. Internal audits are carried out to ensure regulatory compliance, enhancing transparency and accountability in financial operations. These e-governance measures contribute to a more efficient and accountable financial management system within the college.

Student Admission and Support

The university offers online admission through its portal,

simplifying the application process for prospective students. Admission brochures are circulated on the college website, social media platforms, WhatsApp, and email, reaching a wider audience and increasing visibility. Admission counselling, orientation, guidance in selection of courses, financial aid and support is offered through ease of payment through digital mode. The college counselling cell provides regular counselling and support to students, staff and other stakeholders. Online surveys on mental health, workshops, lectures are organised. Guidance, support and counselling was provided online during the outbreak of pandemic COVID-19. The library is automated using SLIM21 Library Management software and an Online Public Access Catalogue (OPAC). This enables efficient management of library resources and enhances accessibility for users. The college library's website provides links to various open-access e-resources, including those from US Consulate, SNT Women's University, and Shivkumar Bhuvalka Pustakalay. The library subscribes to N-List and offers a range of e-resources from SNT University, providing extensive academic resources to faculty and students. Users have access to internet facilities within the library, enabling them to conduct research and access online resources. The library offers password-based remote access to N-List and e-resources provided by SNT University, allowing users to access resources from anywhere.

**Examination**

The college completes and submits examination forms Online for First Second and Third Year UG exams and First and Second Year PG exams via the university portal. This digitized process eliminates manual paperwork and reduces errors. Upon submission of data, the system automatically generates examination hall tickets, internal marksheets, seat numbers, Permanent Registration Numbers (PRN), and other relevant documents. This ensures timely and accurate processing of student information. University examination papers are securely accessed through the University Exam Section Portal using the colleges login

credentials. This digital access is available a few minutes before the exam begins, ensuring confidentiality and integrity of exam content. Following the exams, the e-governance system facilitates efficient result processing and generation of student transcripts, ensuring transparency and accuracy in grading and academic records. The e-governance framework provided through University Website, MKCL Portal, enables communication with students regarding exam Time-Table, results, and other relevant information, enhancing communication efficiency and reducing manual intervention. It facilitates the university and college to streamline operations, improve data accuracy, enhance security, and provide a seamless experience for students and faculty involved in the examination process.

### 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 for Filing AQAR under new NAAC process	Kandivali Education Societys B K Shroff College of Arts M H Shroff College of Commerce	1000
2019	Dr. Anita Jacob	2 Day Workshop on Designing Learning Objectives Outcomes	P N Doshi Womens College, Ghatkopar	1000
2020	Dr. Nooruzia Qazi	Two-Day Workshop on "Institutional Assessment and Accreditation by NAAC: Nuances and Manifestation"	SNDT Womens University, Mumbai	2000
2020	Dr. Santosh Kaul Kak	National Webinar on 'Assessment and Accreditation Framework for	IQAC Cluster India	960

		Affiliated Colleges'		
2020	Dr. Nooruzia Qazi	National Webinar on 'Assessment and Accreditation Framework for Affiliated Colleges'	IQAC Cluster India	960
2020	Dr. Anita Jacob	National Webinar on 'Assessment and Accreditation Framework for Affiliated Colleges'	IQAC Cluster India	960

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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 staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	National Webinar on Designing Google Forms and Integrating Certificates and Creating Website on Google sites. Resource Person: Mr. Santosh Popade, Head, Department of Mathematics and IQAC Coordinator, Sant Tukaram College, Parbhani, Maharashtra.	Nil	27/05/2020	27/05/2020	19	8

2019	Workshop on Yoga	Workshop on Yoga	21/06/2019	21/06/2019	18	3
2019	Workshop on Filling and Submission of AQAR under new NAAC Methodology.	Nil	01/07/2019	01/07/2019	15	Nil
2019	Faculty Development Programme on New Teaching Pedagogies in Higher Education Institutions	Nil	04/07/2019	24/07/2019	19	Nil
2019	Workshop on 'E-Filing of Income-Tax Returns	Nil	16/08/2019	16/08/2019	6	Nil
2019	Awareness lecture on POSH 'Prevention of Sexual Harassment of Women at Workplace' Act. Resource Person, Dr. Sandya Advani, Founder and Principal Consultant, gave insights on the POSH Act, Vishaka Guidelines and Role of Internal Complaints Committee.	Nil	21/09/2019	21/09/2019	12	8

2020	Online Training Sessions on MIS Software for Data Management	Online Training Sessions on MIS Software for Data Management	15/05/2020	30/05/2020	4	8
2020	Guest lecture on Intellectual Property Rights by Dr. Vijaykumar Malhotra, Retired Director, Indian Railway	Nil	16/03/2020	16/03/2020	18	Nil

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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
Faculty Development Programme on 'Managing Online Classes and Co-creating MOOCs:2.0', organised by Teaching Learning Centre, Ramanujan College, University of Delhi sponsored by Ministry of Human Resource Development Pandit Madan Mohan Malviya Nationala	1	18/05/2020	03/06/2020	14
Research Methodology International Online Workshop, organised by Wilson College	1	19/05/2020	25/05/2020	7

and KES Shroff College of Arts and Commerce and Vasanthaodada Patil Institute of Management Studies and Research in association with University of Mumbai				
Cooperative Learning Pedagogy a Four- week online course offered by GHG Khalsa College of Education, Gurusar Sadhar, Punjab through mookit.co	3	22/05/2020	18/06/2020	28
Online Faculty Development Programme on 'Enhancing Research Visibility: Role of Libraries and Social Networks', organised by Shri Sangameshwar Arts and Commerce College Chadchan Rani Channamma University, Belgavi	1	26/05/2020	30/05/2020	5
Faculty Development Programme on "Evolution from Offline to Online Teaching" organised by association with IQAC, Satish Pradhan Dnyansadhana College, Thane.	1	30/05/2020	03/06/2020	5

<p>National Workshop on 'ICT Tools for Online Learning', organised by Department of Educational Technology, SNDT Women's University, Mumbai under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, MHRD</p>	<p>9</p>	<p>20/04/2020</p>	<p>28/04/2020</p>	<p>9</p>
<p>Online Faculty Development Programme on 'Managing Online Classes and Co-Creating MOOCS', organised by Teaching Learning Centre, Ramanujan College, University of Delhi, sponsored by Ministry of Human Resource Development Pandit Madan Mohan Malviya Nat</p>	<p>3</p>	<p>20/04/2020</p>	<p>06/05/2020</p>	<p>14</p>
<p>Online Workshop on MOOCS, e-Content Development and OERs (Open Educational Resources) from 29th April 2020 to 4th May 2020 organised by UGC Human Resource Development Centre Devi Ahilya Vishwavi</p>	<p>3</p>	<p>29/04/2020</p>	<p>04/05/2020</p>	<p>6</p>



dyalaya, Indore				
Faculty Development program on Intellectual Property Rights organised by School of Education, Sharada University in collaboration with cell for IPR Promotion and Management (CIPAM), Department for Promotion of Industry and Internal Trade (DPIIT) Mi	1	11/05/2020	15/05/2020	5
Online Faculty Development Program on ICT Tools for effective Teaching Learning, organised by Swami Ramanand Teerth Marathwada University, Nanded	4	11/05/2020	16/05/2020	6
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
13	16	15	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The colleges managing trust annually acknowledges the Best Teacher, honoring them during the Annual Day Program with a monetary prize, a trophy, and a commemorative token. Staff members, both teaching and non-teaching, who have	Each year, the colleges managing trust recognizes and honours the outstanding contributions of Best Non-Teaching Staff at the Annual Day Program. They receive a monetary prize, a trophy, and a token of appreciation. Additionally, non-	The college offers a range of welfare schemes aimed at enhancing the overall well-being and development of students. Workshops, seminars, and free access to internet and computer facilities empower students with knowledge and skills. Financial Support is

dedicated 25 years of continuous service to the college, are honored for their commitment and contribution. All teaching and non-teaching staff members are covered by accident insurance, providing financial protection for injuries sustained during their commute to and from the college. Regular health check-ups, including blood glucose monitoring, eye examinations, provision of free spectacles, dental check-ups, and other medical services, are offered to staff members at no cost. Staff members actively contribute to a Staff Welfare Fund, which is utilized to provide gifts and support during significant life events such as weddings, childbirth, celebrations, and more. Furthermore, additional funds are pooled to assist with medical expenses, including illness and operation costs, ensuring comprehensive support for the staff during times of need.

teaching staff members who have served the college for 25 years with unwavering commitment are honored for their enduring dedication. Both teaching and non-teaching staff benefit from comprehensive accident insurance coverage, ensuring financial protection in case of injuries incurred during their commute to and from the college. Furthermore, the college provides regular health check-ups, including blood glucose monitoring, eye examinations, free spectacles, dental check-ups, and various other medical services, all offered at no expense to the staff members. Staff is provided with financial assistance and loan.

provided by giving Scholarships, financial assistance, and opportunities for profit during events like Trade Fair Unnati ensure that students can focus on their studies without financial burdens. Free health and dental check-ups, along with industrial visits and skill development training programs, promote a healthy and holistic learning environment. Soft skill training, certificate courses, self-defense, yoga workshops, career counseling, and personality development programs equip students with essential life skills and enhance their employability. COVID-19 Guidance and Counseling: The college has established a dedicated COVID-19: Guidance and Counseling Cell to provide support and guidance to students and stakeholders during the pandemic, ensuring accurate information dissemination and mental health counseling through digital platforms.

## 6.4 – Financial Management and Resource Mobilization

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

The institution upholds rigorous financial oversight through regular internal and external audits. These audits, conducted by certified Chartered Accountants appointed by the Management, ensure the proper management of finances. The audits encompass both internal and statutory aspects, with thorough scrutiny of income, expenditure, balance sheets, and other pertinent documents. Additionally, the external auditor meticulously reviews and verifies financial records, ensuring compliance with regulations and standards. The audit findings are presented to the Management for further action and decision-making. The institution also maintains timely filing of Income Tax Returns, issues Form 16, and provides details of tax deductions. Furthermore, the institution follows a transparent procurement process by inviting at least three tender quotations for contracts, software purchases, asset acquisitions, etc., which are discussed in meetings with management. Annually, financial statements and budgeted accounts are published to maintain transparency and accountability in financial matters.

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
Management, Pannabhai, Shalibhadra Charitable Trust	161070	The funds are allocated to provide financial aid to students in need, thereby promoting education and ensuring that financial constraints do not hinder their academic journey. the funds are utilized to appreciate and recognize students who have achieved academic excellence, encouraging them to continue their outstanding performance and contribute positively to their educational community.
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0

**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	Null	No	Null
Administrative	No	Null	Yes	Internal Auditor

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

The Parent-Teacher Association plays a vital role in Academic Engagement by participating in feedback on the internal and external examinations. Their active cooperation ensures adherence by students to attendance and performance requirements, contributing to the smooth conduct of assessments. During events like the Ras Phuhar College Annual Day, the collaboration between parents and teachers extends to extra practice sessions and coordination for rehearsals. This ongoing interaction fosters a successful and memorable annual celebration.

The PTAs support is instrumental in organizing Community Outreach and Development activities like the NSS Special Camp, enabling smooth operations and active participation of NSS volunteers in the seven-day residential camp. This collaboration enhances skill development and promotes community engagement in the adopted village.

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

15 Days Online Training Session on MIS Software for Data Management was conducted from 15th to 30th May, 2020. Yoga Workshop and Training. Health awareness, Medical Check-up

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

1. Workshop on Filling and Submission of AQAR under new NAAC Methodology. 2. Faculty Development Programme on New Teaching Pedagogies in Higher Education Institutions. 3. Workshop on E-Filing of Income-Tax Returns for Parents and Staff 4. Workshop on Mentorship Programme 5. Workshop on Academic Performance Indicator 6. Awareness lecture on POSH 'Prevention of Sexual Harassment of Women at Workplace' Act, by Dr. Sandya Advani, in association with Shri Sathya Sai Sewa Organisation 7. Content Analysis Workshop for B.Com III, Semester VI Economics Issues in Indian Economy Code 645605 8. CAS Promotion - Screening Committee procedure and follow up for Promotion of Ten Teachers under Career Advancement Scheme, Stage I to II and Stage II to III. 9. State Level Inter-Collegiate Students' Research Paper Competition was organized on the theme 'Women and Social Media.' Students from different colleges from S.N.D.T. Women's University and Mumbai University participated in the competition and presented their papers. 10. Guest Lecture on Financial Literacy and Careers in Securities Market by Mr. Meraj Inamdar from National Institute of Securities Market (NISM) 11. Guest lecture on Intellectual Property Rights by Dr. Vijaykumar Malhotra, Retired Director, Indian Railway 12. Online Training Sessions on MIS Software for data management for Non-Teaching Staff 13. National Webinar on Designing Google Forms and Integrating Certificates and Creating Website on Google sites. Resource Person: Mr. Santosh Popade, Head, Department of Mathematics and IQAC Coordinator, Sant Tukaram College, Parbhani, Maharashtra. 14. National Webinar on Writing a Winning Resume jointly organised by Department of Commerce of B. M. Ruia Girls' College and Maniben Nanavati Women's College, in association with Board of Industry Academia Partnerships (BIAP). Resource Person: Dr. Navin Punjabi, I/C Vice Principal, HR College, International Initiatives Associate, HSNB Board. YouTube Link: <https://www.youtube.com/live/DHil9vujEdw?sirn5bt-XKiktohlWL4> 15. Certificate Course in Goods and Service Tax (GST)- Basic Level 16. Certificate Program in Financial Markets -Sales and Operations by Bombay Stock Exchange Institute Limited. 17. Employability and Skill Development Training Certificate Course - Career Ready Program in collaboration with Antarang NGO 18. Certificate Course in Tally ERP9 with GST in association with NIIT, Grant Road 19. COVID-19: Guidance and Counselling Cell 20. Online Tools for Teaching, Learning and Evaluation, G Suite for Education, Video Conferencing- Zoom, Google Meet and Microsoft Teams 21. Designed Online Quiz MAHA QUIZ 2020 and E-Certificates on the occasion of Maharashtra Day

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
2019	ICT Training	01/07/2019	01/07/2019	01/07/2019	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
State Level Inter-Collegiate Students' Research Paper Competition on 'Women and Social Media.'	26/02/2020	26/02/2020	18	2
'Hindi Katha Sahitya Mein Sashakt Nari Patra', 'Nari: Kal Aaj Aur Kal', 'Samaj Aur Ling-Bhed', 'Hindi Sahitya Aur Stri -Vimarsh', 'Khelon Mein Mahila'. Group Discussion and presentations were organized by Department of Hindi during 'Women's Week'	02/03/2020	07/03/2020	42	0
Group Discussion on 'Different Gender Development Indices' for MCOM students, by Department of Economics	02/03/2020	02/03/2020	10	0
Workshop on 'Gender discrimination' by Department of Sociology. Students spoke about different social, mental and emotional problems faced by Third Gender.	02/03/2020	02/03/2020	24	0
Discussion on Swami Vivekanand's article 'On Indian Women-	02/03/2020	02/03/2020	36	0

<p>Their Past, Present, Future' by Department of English. Indian female authors Anjana Appachana, Kamala Das, Shashi Deshpande, Ismat Chughtai, Anita Desai, Attia Hossain, and Mahasweta Devi</p>				
<p>Extempore and Group Discussion on Women Empowerment by Department of Commerce</p>	03/03/2020	03/03/2020	38	0
<p>Workshop on 'Ways to overcome gender discrimination' by Department of Sociology</p>	03/03/2020	03/03/2020	15	0
<p>Presentation on 'Gender and Economy Awareness Raising Using UN Data' by Department of Economics</p>	04/03/2020	04/03/2020	10	0
<p>Symposium on 'Women Entrepreneurs and Patriarchal Social System' by Department of Economics</p>	04/03/2020	04/03/2020	12	0
<p>Power Point Presentation on 'Constitutional provisions in favor of Dalit Women by Department of Sociology</p>	04/03/2020	04/03/2020	21	0
<p>Group Discussion on "Contribution of Women</p>	05/03/2020	05/03/2020	15	0

Leaders in the Organization" by Psychology Unit				
Group discussion on "Domestic violence in India - Causes and Solutions" by Department of Sociology	05/03/2020	05/03/2020	24	0
Documentary screening based on the life and works of Lalitambika Antarnjanam, Malayalam woman writer, by Department of English	27/06/2019	27/06/2019	13	0
Movie screening and discussion 'English Vinglish' by Department of English	28/06/2019	28/06/2019	22	0
Tribute to the Nobel Prize Winner American Feminist Writer, Toni Morrison, organised by Department of English.	08/08/2019	08/08/2019	24	0
Awareness lecture on POSH 'Prevention of Sexual Harassment of Women at Workplace' Act in association with Shri Sathya Sai Sewa Organisation	21/09/2019	21/09/2019	120	5
Guest lecture on "Sexual reproductive health" in association with "Family Planning	15/11/2019	15/11/2019	88	0

Association of India (FPA INDIA), Mumbai by Department of Sociology				
Guest Lecture on Women and Finance by Mr. AG Hemang Jangla; Legal Awareness by Advocate Ms. Ujwala Karandekar; and Workshop on Self- Defence Awareness by Ms. Smita Dave	22/01/2020	22/01/2020	108	5
Guest Lecture on 'Mahatma Gandhi Aur Nari Chintan' by Dr. Himanshu Chaturvedi (Professor, Deen Dayal Upadhyaya Vishwavidyalaya, Gorakhpur) by Department of Hindi	17/02/2020	17/02/2020	48	2

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

The initiatives taken for promoting sustainability and environmental consciousness -

- 'Green Procurement Policy' is implemented by the institution to prioritize the purchase of eco-friendly and sustainable products and services. Purchase of cloth and jute bags, eco-friendly paper, handmade folders, brass and copper gift articles instead of plastic items, saplings in mud and ceramic pots are given to guests.
- Workshops on environmental issues, sustainability, and conservation are organised regularly to educate students and staff. Cloth bags and paper bags workshops and distribution in the vicinity was conducted.
- Awareness campaigns to reduce waste generation, reduce paper usage, and encourage responsible consumption were initiated. The office and staff are encouraged to share and store documents in electronic form and reduce printing of paper.
- Energy efficient measures are taken by replacing CFL lights with LED lights in a phased manner.
- Ensuring the regular servicing and maintenance of computers and electrical appliances through Annual Maintenance Contracts (AMCs).
- Best-Out-of-Waste and other competitions are conducted to foster recycling and waste reduction.
- BCOM and BA Programmes include course on Environment Studies. The curriculum incorporates renewable energy and sustainability education to equip students with knowledge and skills for a sustainable future. Projects, assignments and field visits to promote environment consciousness are conducted.
- Tree Plantation programmes were conducted in the college campus as well as at Tarapur Packaging Industries (TPI), Murbad.
- Posters and sign boards are displayed in classrooms and campus, encouraging the responsible use of lights and fans, and to switch them



off when not needed. • Slogans and boards are posted as reminders near washrooms, washbasins to promote water conservation and discourage water wastage.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	Yes	1

#### 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
2019	1	Nil	25/07/2019	1	Nature Trail to 'Hanging Garden' Mumbai	Environment Awareness	25
2019	2	1	03/08/2019	1	Industrial Visit to Tarapur Packaging Industries (TPI), Murbad and Tree Plantation Programme	Manufacturing process of Jumbo Bags. Tree Plantation Environment Awareness Programme.	33
2019	1	Nil	08/08/2019	1	Theatre Visit, Play based on Munshi Premchand's stories,	Social Issues, Theatre, Culture, Literature	35

					presented by IDEA Drama Association		
2019	1	1	13/08/2019	2	Industrial Visit to Bisleri Factory	Manufacturing process of mineral water and Environment Consciousness Session	41
2019	1	1	18/09/2019	3	Students participated in Regional SNTD Yuva Mahotsav, at SNTD Women's University, Churchgate campus	Fine Arts, Literary, Folk Dance, Theatre event like Street Play	35
2019	1	1	14/11/2019	1	Haemoglobin Check-up Camp in association with "Family Planning Association of India (FPA INDIA), Mumbai	Health and Well-being	81
2019	Nil	1	04/12/2019	3	"Project Positive Health Camp"	Blood Sugar Check-up Camp, in association with Rotary Club of Bombay Queen City	608
2019	1	Nil	13/12/2019	2	Smt. Sumita Devi Shrikant	Fine arts, music, dance,	518

					Dalmia Nirjhar Inter-Collegiate Festival 13th 14th December, 2019	literary, fashion Show and Indoor Sports	
2019	Nil	15	15/12/2019	7	NSS Special Camp at Umroli, Palghar District	Community Service-S hramdaan, Swachh Bharat Abhiyan, Yoga, Medical Check-up, Disaster Management Workshop, Mental Health and Scientific Temperament Workshop, Self-Defence Techniques, Women's Health and Nutrition, Ayurveda and Wellness Camp	135
2020	1	Nil	03/03/2020	1	Educational Visit to Securities Exchange Board of India (SEBI)	Regulatory Body Securities Exchange Board of India (SEBI) and its Role in Investor Protection and Capital Market	31
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Title	Date of publication	Follow up(max 100 words)
<p>Internship Manual</p>	<p>20/08/2019</p>	<p>The internship manual for PG Programme serves as a reference guide throughout the internship. It helps the interns understand their roles, responsibilities, and expectations during the Internship period. It includes templates, forms, rubrics, feedback forms, marking scheme, goals, outcome achieved, format of weekly plans and reports to be submitted, and more. It facilitates a positive and productive learning experience.</p>
<p>Institutional Code of Conduct</p>	<p>11/06/2019</p>	<p>The Institutional Code of Conduct is reviewed to ensure it maintains a harmonious and ethical institutional environment. It provides a framework for addressing violations and promotes a culture of responsibility and accountability. It gives an overview, general principles, code of conduct for stakeholders. Code of Conduct for Students: • General rules and behavioral expectations for students. • Guidelines for adhering to exam rules and regulations. • Attendance policy and requirements. Code of Conduct for Teaching Staff: • Duty, role, and responsibilities of teaching staff. • Engagement in academic and co-curricular activities. • Mentoring responsibilities. • Enhancing research aptitude and ethical research conduct. Code of Conduct for Non-Teaching Staff: • Role and responsibilities of non-</p>

		<p>teaching staff members, including Accountants, Librarians, Library Staff, Head Clerks, and Peons. Code of Conduct for the Principal: • Leadership responsibilities. • Direction and coordination of college activities. • Conducting meetings. • Ensuring the implementation of long-term, medium-term, and short-term development plans. Code of Conduct for the College Development Committee: • Overview of the committees role in comprehensive development planning. • Formulating proposals and recommendations. • Addressing student and employee welfare activities. • Planning major annual college events. Professional Ethics: • A commitment to acting with the highest standards of honesty and ethical conduct. • Respecting the dignity, rights, and opinions of students and staff.</p>
Students Diary	24/06/2019	<p>The Students Diary mentions rules and regulations, inspirational quotes, emergency contact numbers, eminent women achievers, Annual Calendar, Planner, Time-Table, Schedules, Notes and Reminders, and more.</p>
College Prospectus	05/06/2019	<p>The College Prospectus is a comprehensive guide for prospective students and provides important information about the college. It includes, Welcome message, Overview of the colleges vision, mission, and objectives, Brief history and background of the</p>

		<p>college, Colleges vision, mission, and objectives, Accreditation, Programs Offered, admission criteria, Course descriptions, including credits and prerequisites, General Rules and Regulations, Institutional policies and guidelines, Eligibility Rules, Admission Procedure, Examination Rules and Regulations, Facilities, Support Services, and more.</p>
<p>Code of Ethics for Research</p>	<p>12/07/2019</p>	<p>The Code of Ethics for Research sets the foundation for ethical research conduct and emphasizes the institutions commitment to nurturing a culture of research integrity among its students and faculty. It ensures that research activities are carried out with transparency, accountability, and respect for intellectual property and ethical principles. It includes - Committee for Ethics in Research Standard Code of Ethics Data Acknowledgment and Citations Strict prohibition of Plagiarism and any unauthorized appropriation of data from other studies or researchers Ethical Standards Review to ensure the production of quality research work. Requirement for every student submitting a dissertation, or research paper to provide an undertaking. The undertaking should state that the document is the students original work and is free of any plagiarism. The importance of students taking personal</p>

responsibility for the integrity of their research.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Poet Nagarjun's Jayanti, Poetry Recitation, organized by Department of Hindi	01/07/2019	01/07/2019	58
Kavi Kedarnath Agrawal Jayanti, Poetry Recitation by the students and teachers, organized by Department of Hindi	16/07/2019	16/07/2019	56
Guest Lecture on 'Kabeer Aur Tulsi: Vartman Samay' by Professor Dr. Sadanand Sahi (Department of Hindi, Banaras Hindu Vishwavidyalaya) on the occasion of Tulsi Jayanti, organized by Department of Hindi	14/08/2019	14/08/2019	47
Hindi Saptha on the occasion of Hindi Diwas, organized by Department of Hindi.	03/09/2019	15/09/2019	175
Teachers Day Celebrations	05/09/2019	05/09/2019	84
Vachan Prerna Divas	15/10/2019	15/10/2019	65
70th Constitution Day of India Celebration. Students read the Preamble of the Constitution	26/11/2019	26/11/2019	128
Ek Bharat Shreshtha Bharat Abhiyaan - Diversity of culture - Odisha's economic activities and socio-economic	15/01/2020	15/01/2020	125

conditions			
Inter-Collegiate Bhajan Pratiyogita organized by Department of Hindi	16/01/2020	16/01/2020	157
Inter-Collegiate Self Composed Poetry Competition organized by Department of Hindi	17/01/2020	17/01/2020	139
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Electronic Document Management is promoted. Circulars, letters, are shared with the staff and students digitally. This reduces the use of paper for administrative purposes, including digitizing administrative processes and easy data storing and retrieval. Exam question papers are submitted digitally to the office and printed as per the number of students. This reduces paper wastage and promotes resource efficiency.

Replacing CFL lights with LED lights is an energy-efficient measure that can significantly reduce electricity consumption and greenhouse gas emissions.

Tree Plantation Programmes are conducted on campus. This helps in beautifying the campus environment, contributes to carbon sequestration and helps combat climate change. Clean-up programmes like Swachh Bharat Abhiyan, Beach Cleaning and conservation projects within the campus, community, neighboring areas, and adopted village Umroli, are executed in collaborations with NGOs, local environmental organizations and others.

Environmental Visits and nature trails were organized to places like Hanging Garden and Sagar Upavan to provide students and staff with the opportunity to connect with nature and gain a better understanding of environmental issues.

Workshops on making and distributing cloth and paper bags encouraged the use of reusable bags and reduce plastic bag usage.

Majority of the students commute by public transportation like buses and trains, or walk to college thus reducing carbon footprints.

“Cashless Transactions” were implemented effectively within the institutions financial processes. The Accounts Department utilizes E-fees collection, wherein students directly deposit their fees into the designated bank account. Moreover, payments such as honorarium, remuneration for guests, resource persons, judges, external examiners, experts, and other recipients are seamlessly processed through online payment methods and NEFT bank transfers, eliminating the need for physical cash transactions.

The institution demonstrates its commitment to sustainability and inspires positive environmental change within the campus, community and beyond. Initiatives are taken to make the campus eco-friendly. These efforts are crucial in promoting sustainability and reducing the environmental impact. Implementing a Green Procurement Policy ensures that the institution prioritizes the purchase of eco-friendly and sustainable products and services. This includes items like cloth and jute bags, eco-friendly paper, and non-plastic gift articles.

“No Plastic” Campus initiative is a significant step toward reducing plastic pollution. Awareness campaigns, poster painting, and slogan writing competitions are held which help educate students and staff about the importance of “No Plastic” policy. Use of Paper Plates and Cups by the Canteen



instead of disposable plastic plates, helps reduce plastic waste and is an environmentally friendly option.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**BEST PRACTICE I 1. Title of the Practice: Empowering Students as Community Changemakers** 2. Goals: The primary objectives of the Community Service practice were as follows: • To cultivate a sense of civic responsibility and social consciousness among students. • To actively involve students in community service and outreach programs. • To provide students with opportunities to apply their academic knowledge to real-world societal issues. • To empower students with practical experiences that enhance their personal and social development. • Strengthen the bond between the institution and the local community. • Empower students to become active contributors to community development. 3. Context: In our institution, we recognized the need to instil a sense of civic responsibility and community engagement among our students. The context demanded the initiation of a comprehensive community service program to sensitize students about community issues and actively involve them in community service. It aimed to inculcate compassion and develop empathy among students for a broader understanding of societal challenges. 4. Practice: Community Service practice involved a range of initiatives and activities: Students were encouraged to volunteer for various community projects, such as health awareness campaigns, environmental clean-up drives, awareness and educational programs. Students had the opportunity to work with Government, University, local NGOs and community organizations. Students actively volunteered for various events and projects related to Swachh Bharat Sarvekshan 2020 awareness campaign, Ek Bharat Shreshtha Bharat Abhiyan, women empowerment, gender sensitization, legal awareness, environmental conservation, Swachh Bharat Abhiyan-cleanliness campaigns, Beach Cleaning, skill development, youth empowerment, education, healthcare, COVID-19 awareness, mental health, and many more. Volunteers diligently participated in Annual Community Engagement Events. They managed and interacted with more than 5000 beneficiaries during the Free Eye Check-up and Free spectacle distribution Camps organised by KARM NGO. They performed community awareness during Pulse Polio immunization camps in association with Municipal Corporation of Greater Mumbai and administered polio vaccine to children at the centre and door-to-door visit on the stipulated dates. The institution and student volunteers played an active role in identifying community needs and organizing relevant initiatives throughout the year. Some of the events organized in association with NGOs, for the students and community during the year included, Health Check-up camps, Blood Sugar Check-up with Rotary Club of Bombay Queen City, Bone Muscle Density check-up, Eye Check-up and Free spectacle distribution, Self-Development Workshop with Rotary Club of Bombay Mid City, etc. During COVID-19 pandemic, volunteers made posters, short videos, slogans, brochures, flyers, for creating awareness on safety measures to be adopted, appreciation to frontline workers, and more. Community service activities were also organised at the adopted village Umroli in Palghar District. Shramdaan, Medical Check-up Camp, Yoga sessions, health awareness programmes, Mental health, workshops on skill development, scientific temperament, self-defence, and many other community engagement programmes. 5. Evidence of Success: The Community Service practice had a significant impact on both students and the community. It instilled a sense of social responsibility in students and empowered them to address community needs. It increased civic awareness. Students became more aware of community issues and the importance of active citizenship. The community benefited from health check-up camps, awareness programs, and support during the COVID-19 pandemic. Engagement in community service enhanced students leadership, teamwork, and problem-solving skills and enhanced personal growth. The students' and institutions

relationship with the local community strengthened, resulting in more collaborative initiatives. These community engagements exemplify the institutions commitment to social responsibility, promoting a holistic education that goes beyond the classroom and prepares students to be responsible and empathetic citizens, nation builders and empowered community changemakers. 6. Problems encountered and resources required: Engaging the community effectively required careful planning, coordination and communication. Strategies included door-to-door campaigns, workshops, and awareness resources. Students' activities schedules were efficiently designed to balance academic and community commitments. Limited resources for organizing large scale events were overcome by seeking partnerships with external organizations, NGOs and leveraging student volunteers. The Community Service practice required both financial and human resources. It required resources such as volunteers, partnerships with NGOs and government agencies, funds for organizing events, and materials for awareness campaigns. Human resources included faculty and staff time for planning and coordination, as well as student volunteers.

**BEST PRACTICE II**

1. Title of the Practice: Enhancing Teaching Pedagogy in Higher Education through ICT Skill Development

2. Goals:

- Equip staff members with modern teaching pedagogies for higher education institutions.
- Enable educators to effectively utilize Information and Communication Technology (ICT) tools in their teaching.
- Prepare faculty for the shift to online teaching, which became imperative during the COVID-19 pandemic.

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

4. Practice: The program 'New Teaching Pedagogies in Higher Education Institutions' included a comprehensive curriculum covering various aspects of ICT in education, such as:

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

5. Evidence of Success: Faculty members who participated in the Faculty Development Programme demonstrated enhanced teaching quality and effectiveness. Staff members gained practical skills in using ICT tools for teaching and learning. They integrated ICT tools into their pedagogy, leading to more engaging and interactive lessons. Testmoz, Kahoot, Google Forms for conducting online Quiz. Improved teaching pedagogies led to enhanced engagement and learning outcomes for students. Students benefited from multimedia-rich learning experiences, which contributed to a deeper understanding of course resources, videos, animations, infographs, mindmaps, etc. Student feedback and evaluations indicated a high level of satisfaction with the use of ICT in the classroom. Students appreciated the dynamic and interactive learning environments created through these technologies. As a result of the faculty's exposure to ICT during the faculty development program, they were better prepared to transition to online teaching during the COVID-19 pandemic. This adaptability ensured the continuity of education during challenging times. Faculty members began to implement innovative teaching practices and assignments, such as advanced multimedia presentations, online discussions, and sharing resources on faculty designed webpages, YouTube channels, blogs, which enriched the learning experience. Faculty members gained confidence in their ability to use ICT tools effectively in teaching. They became more willing to experiment with new technologies and adapt to changing educational trends. It enhanced peer collaboration among

faculty members, leading to the sharing of successful ICT integration strategies and best practices. This collaborative environment contributed to ongoing improvement. 6. Problems Encountered and Resources Required: The challenges faced were, lack of access to advanced ICT tools and resources, hindering the implementation of cutting-edge teaching methods. The financial constraints made it difficult to invest in acquiring the necessary ICT tools and resources for faculty development. Not all classrooms were equipped with technology. Resources Required: Securing additional financial resources to invest in advanced ICT tools and resources for teaching and learning is essential. Seeking grants from government and organizations that support educational technology initiatives could be explored. Priority should be given to upgrade Classrooms with modern technology infrastructure to ensure uniform access to ICT resources for all faculty members. Enhancing internet speed and reliability across the campus is crucial. Provide ongoing training and professional development opportunities for faculty and staff to effectively use available ICT tools and resources. Workshops, seminars, trainings and access to online courses should be provided.

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/images/pdf/Best-Practices-2019-20.pdf>

### 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

Marwadi Sammelan's B. M. Ruia Girls' College is committed to its vision, "Empowerment and Enlightenment of women by envisaging their aspirations in the light of wisdom" which is reflected in various aspects of its activities and initiatives. The institution places a strong emphasis on providing holistic education to women. This includes academic excellence, as well as personal and professional development. The curriculum is designed and developed to empower women with knowledge and skills that provide holistic education and are relevant to their aspirations and future goals. Gender sensitization programs are organised to create awareness about gender-related issues and promote a culture of respect and equality. These programs aim to empower women by helping them understand their rights and responsibilities in society. Career guidance and counselling services, workshops, seminars, and one-on-one counselling sessions help students make informed decisions about their career paths. Empowering women with the knowledge and confidence to pursue their aspirations is a key priority. Women empowerment workshops are organized regularly which address issues such as financial literacy, legal awareness, skills and personal development. Community engagement and outreach programs empower women in the surrounding communities. Literacy programs, skill development workshops, and awareness campaigns are aimed at uplifting women in the society. The college promotes activities such as cultural events, sports, literary forums that empower women to express themselves creatively and contribute to the enrichment of society. The college maintains a strong alumni network of successful women who have achieved their aspirations in various fields. It serves as a source of inspiration and mentorship for current students, helping them envision and achieve their own aspirations. The institution emphasizes the importance of wisdom and ethical values. It encourages students to make morally sound decisions and to consider the ethical implications of their actions as they pursue their aspirations. The college promotes the national language Hindi which is aligned with its mission of empowering women through academic excellence and cultural awareness. Academic, cultural, and extracurricular activities empower students and contribute to the enrichment of Hindi language and literature. The Hindi Department organises Hindi Pakhwada annually, and

Hindi Diwas. Essay writing, debates, Kavya Paath, Bhashan and AshuBhashan, and Antakshari are organized. These events provide a platform for students to communicate and express their thoughts in Hindi, contributing to the promotion of the language. Premchand Jayanti, poet Nagarjun Jayanti, Kavi Kedarnath Agrawal Jayanti are celebrated. Paper presentation on Hindi Sahitya ka Itihas, Bhasha Vigyan, movie screenings followed by group discussions, enhance students understanding and appreciation of Hindi literary genres. Inter-collegiate Vaad-Vivad Pratiyogita (Debate Competition), Inter-collegiate Swarachit Kavita Pratiyogita (Self-Composed Poetry Competition) are significant annual events that attract students from various colleges in Mumbai. Inter-collegiate Bhajan Competition promotes Hindi, Marathi, Sanskrit, and other Indian languages.

Legendary singers are invited to judge and inspire students with their devotional bhajans. Students are also taken to theatres to witness educational plays. They are trained to present street plays on social and current issues, promoting awareness through Hindi language. Cultural exchange programs further reinforce the promotion of Hindi.

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