



Dr. Santosh Kaul Kak  
Principal

Marwadi Sammelan

**B. M. RUIA GIRLS' COLLEGE**

NAAC ACCREDITED B+ (3<sup>rd</sup> Cycle)

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

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Ref. No. :

Date :

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT

(ACADEMIC YEAR 2022-23)

#### Action Taken Report of IQAC Meeting held on 17<sup>th</sup> June, 2022

The minutes and action taken report of the meeting held on 13<sup>th</sup> April, 2022, were approved.

The academic, co-curricular and extra-curricular activities conducted from June to September 2022:

#### 1. Academic Enrichment Initiatives

- **June 5, 2022:** National Level Quiz on 'Hindi Sahitya aur Paryavaran' during World Environment Day.
- **June 10, 2022:** National Webinar on "Environment Protection - A Collective Responsibility" by the Department of Sociology and the Department of Commerce, in association with IQAC.
- **June 25-26, 2022:** Faculty members attended various conferences and training workshops, including the National Conference on "NEP-2020 Simplified: Pathways to Ed Tech Implementation", which provided a platform for understanding educational reforms and technology-driven learning.
- **July 18, 2022:** Organized an Online National Lecture series on 'Azadi ke 75 Varsh: Hindi Patrakarita ka Badalta Swaroop', celebrating Jash-Ne-Azadi: Amrit Mahotsav by the Department of Hindi.
- **August 2, 2022:** Conducted a State Level Webinar on "Effective Communication Skills: A Key to Successful Career" by the Department of English in association with IQAC.
- **August 4, 2022:** Facilitated Paper Presentation and Group Discussion on 'Mahakavi Tulsidas' by the Department of Hindi.



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- **August 10, 2022:** Organized a PowerPoint Presentation on '*The Great Indian Economist Amartya Sen: Thoughts and Contributions*' by the Department of Economics
- **August 17, 2022:** Hosted a Paper Presentation on '*Swatantrata Sangram ke Gumnam Nayak*' by the Department of Hindi.
- **September 12, 2022:** Conducted a Workshop on '*Use of E-Resources and N-List for Research*' by the Research Cell and Library Committee.
- **September 13, 2022:** Organized *Inter-Collegiate Nibandh-Lekhan Pratiyogita* by the Department of Hindi.
- **September 14, 2022:** Hosted *Shrimati Savitridevi Vishavnath Chamadiya Inter-Collegiate Vad-Vivad Pratiyogita* by the Department of Hindi.

## 2. Skill Development & Vocational Training

- **August 1, 2022:** Issued Certificates for Value Added Course on '*Analytics in Advanced Excel and Power Bi*' by the Department of Commerce.
- **August 20, 2022:** Organized a Webinar on "*Investing in Mutual Funds- Process and Benefits*" by the Department of Commerce in association with IQAC.
- **August 26, 2022:** Conducted *Management Games* by the Department of Management Studies.
- **September 8, 2022:** Organized a *Workshop on Acting* by the Cultural Committee.

## 3. Awareness and Social Responsibility Programs

- **June 21-22, 2022:** A workshop on 'Yog Prashikshan' by the Department of Hindi. The Cultural Committee, NSS & Sports Committee, in association with IQAC, conducted a National level E-Quiz on International Yoga Day, which aimed to spread awareness about the benefits of yoga and holistic wellness.



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- **August 6, 2022:** A Visit to *Mani Bhavan* by 50 students and 5 Faculty Members on the occasion of *75 years of India's Independence – Azadi Ka Amrit Mahotsav* and *Hiroshima Massacre Day*.
- **August 8, 2022:** Conducted a seminar on “*Health & Mental Fitness*” by the Department of Management Studies.
- **August 9, 2022:** Organized a National Level Program “*Celebrating True Freedom*” in association with IQAC, NSS Unit, and Cultural Committee.
- **August 12, 2022:** NSS Unit conducted *A Cleanliness Drive Program- Swachh Bharat Abhiyan*.
- **August 13, 2022:** The NSS Unit, in collaboration with the Department of Sociology, conducted a *Workshop on Safety and Security* and celebrated *Raksha Bandhan* with Officers of Gamdevi Police Station.
- **August 14, 2022:** Conducted a *National Quiz on Vibhajan Evam Visthapan ki Trasdi Tatha Hindi Sahitya Aur Rashtriya Chetna* by the Department of Hindi.
- **September 6, 2022:** Organized an *Orientation Session to form an ECO Club* and the *1st series of Awareness Programme on Water Conservation* by NSS Unit.
- **September 8, 2022:** Conducted a *Cybersecurity Awareness Session* in association with MrWebsecure Infosolutions.
- **September 15, 2022:** Hosted ‘*NutriChef*’ (*Fireless Cooking Competition*) by NSS Unit.
- **September 16, 2022:** Organized a *Guest Lecture on ‘Balanced Diet for Your Immunity’* by NSS Unit.
- **September 17, 2022:** Conducted a *Cleanliness Program at Dadar Chowpatty* by NSS Unit.

#### 4. Student Engagement and Co-Curricular Activities

- **July 13, 2022:** Organized ‘*Guru Purnima Utsav*’ by the Cultural Committee.
- **July 23, 2022:** Conducted *NCC Orientation Program*.



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- **July 25 to 31, 2022:** Hosted '*Premchand Utsav*' - A week-long program by the Department of Hindi.
- **August 1, 2022:** Cultural Committee organized *A Talent Show* - '*Abhivyakti*'.
- **August 20, 2022:** Conducted *A One-Day Workshop on Folk Dance* by the Cultural Committee.
- **August 29, 2022:** Hosted *A National Level Guest Lecture on 'Developing Sports Culture in India: Prospects and Challenges'* by the Sports Committee.
- **September 10, 2022:** PTA Committee conducted its first *PTA Meeting*.

## 5. Financial & Investment Awareness

- **August 1, 2022:** Conducted a Guest Lecture on "*Investment and Wealth Management - Internship Program*" by the Department of Commerce.
- **August 17, 2022:** Organized a Webinar on "*Financial Independence*" by the Department of Commerce in association with IQAC.

## 6. National and Patriotic Celebrations

- **August 13, 2022:** Conducted an Online National Lecture series on '*Samvidhan Nirman aur Mahila Sadasyon ki Bhoomika*' by the Department of Hindi.
- **August 10, 2022:** Organized *Har Ghar Tiranga Abhiyan Rally* by NSS Unit.
- **September 7 to 14, 2022:** Celebrated *Hindi Saptah* by the Department of Hindi.

Dr. Santosh Kaul Kak, Principal, was selected as a PhD Guide, SNDT Women's University, on June 11, 2022, enhancing the research mentorship within the institution and expanding the scope of advanced academic research.

Several faculty members published research papers in peer-reviewed journals and presented their Research Papers at national and international conferences.





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IQAC initiated collaborations with other institutions to facilitate knowledge exchange programs, promoting interdisciplinary research and academic networking.

Efforts were initiated to expand institutional collaborations aimed at enhancing academic quality and industry interface. Departments have begun identifying potential partners for academic and skill-based collaborations. Discussions with other colleges, organisations, and NGOs to explore opportunities for certificate courses, internships, and collaborative research projects are in progress. Talks are currently ongoing to initiate Government Skill Development Courses for students of the Degree College. The process for signing an MoU is in progress. The selection of appropriate courses from the available offerings is being reviewed. Once the courses are finalized and the MoU is signed, the Certificate Courses will be approved at the institutional level and subsequently offered to students. The enrolment procedures and formalities will be carried out accordingly. These Skill development courses will help to equip students with industry-relevant skills and enhance their employability.

All faculty members were instructed to prepare and submit their academic lesson plans for the academic year and include detailed coverage of syllabus content, pedagogical approaches, use of ICT tools, evaluation methods, assignment schedules, and any planned co-curricular activities. The IQAC reviewed the submitted lesson plans to ensure alignment with academic objectives, curriculum requirements, and quality benchmarks. Suggestions were given by IQAC for improvements.

All departments and committees were instructed to review and verify the content related to their respective sections on the college website. Updated information, including details of faculty members, departmental activities, achievements, publications, and upcoming events, was compiled and submitted to the Website Committee. The Website Committee reviewed the submissions and coordinated with the technical team to update the content accordingly.



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To enhance parent-teacher communication post-COVID-19, regular PTA meetings were conducted to discuss students' progress and challenges in transitioning back to offline learning. Parents actively participated in these sessions, sharing valuable insights and concerns. Based on feedback, workshops on student well-being, career planning, and academic support were organized to help parents guide their children effectively. Institutional activities saw increased parental involvement, fostering a collaborative approach to student development. Continuous follow-ups and feedback mechanisms were implemented to assess the effectiveness of these initiatives.

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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **ACTION TAKEN REPORT**

**(ACADEMIC YEAR 2022-23)**

#### **Action Taken Report of IQAC Meeting held on 19th September, 2022**

- The minutes of the IQAC meeting held on 17<sup>th</sup> June, 2022, were approved.
- The academic, co-curricular, and extra-curricular activities conducted from June to September were reviewed during the meeting. The NSS Unit actively engaged students through various initiatives, including a cleanliness program to promote environmental responsibility and an awareness program on saying no to plastic, aimed at encouraging sustainable practices. A session was held to spread awareness about the Right to Information Act 2005, emphasizing transparency and governance. The college celebrated Hindi Saptah with a variety of competitions and literary activities to promote linguistic appreciation and cultural engagement. A workshop was also conducted on the use of Hindi in modern technology, integrating language learning with digital tools. A seminar on investment avenues and career opportunities in the securities market provided students with valuable insights into the finance industry. An alumni meet was held along with a creative workshop on Mehendi designs, promoting alumni engagement and skill development. Various competitions and student-centered activities were organized to encourage participation and holistic growth.
- Departments, Research Cell and IQAC took initiatives to promote student research and engagement. Students' Paper Presentations and Competitions were organized, allowing students to explore academic topics of interest and present their findings. Guest lectures, workshops, and interactive sessions with industry professionals were organised.



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A Workshop on 'Use of E-Resources and N-List for Research' was organised by the Research Cell and Library Committee in association with Internal Quality Assurance Cell on 12th September, 2022.

The Research Cell, in association with IQAC organized a Research Paper Competition on 15th October 2022 based on Gandhiji's Principles and Ideologies. The College level paper Presentation was scheduled for the students. The topics for the paper presentation competition were Empowerment of Youth through the development of Human Values of Truth (Satya), righteous conduct (dharma), Peace (Shanti), love (Prem), nonviolence (ahimsa), and Relevance of Gandhian Principles in management Practices. Around 24 Students from various programs presented papers.

- Faculty members were encouraged to apply for research grants, and publish and present Research Papers. Some of the teachers published and presented Research Papers.
- In alignment with the National Education Policy (NEP) 2020, the College initiated several steps to prepare faculty, students, and stakeholders for upcoming curricular and structural reforms that the affiliating university is expected to implement soon.
  - Orientation and awareness programmes on NEP 2020 were organised continuously and proposed to be conducted regularly to sensitize stakeholders.
  - Faculty who are members of the Board of Studies (BoS) were encouraged to present feedback and recommendations gathered from students, teachers and stakeholders.
  - Emphasis was laid on including multidisciplinary topics, skill-based modules, internships, and Indian Knowledge System in future.
  - The IQAC emphasized considering mapping Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) in alignment with NEP when implemented.
  - A Two-Day National Seminar titled "Nai Shiksha Neeti aur Bhartiya Bhashayen" was proposed to promote discussion on language and education reforms under NEP.





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- Add-on and value-added courses were initiated to reflect NEP emphasis on skill development and flexible learning pathways.
- Faculty members were provided with a standard template to prepare the blueprint of question papers and topic-wise weightage. Departments ensured that the blueprints were submitted and reviewed prior to examinations. This ensured that assessments were aligned with learning objectives and course outcomes.
- A range of community outreach activities were implemented throughout the academic year 2022–23: Health and Hygiene Awareness Drive; Menstrual Health Awareness & Sanitary Napkin Distribution Drive and MultiVitamin Tablets by Indian Red Cross Society for the benefit of underprivileged students; Tree Plantation and Cleanliness Drive under Swachh Bharat Mission; Financial Literacy Campaign, etc. Students actively participated in the activities. Reports with photos, participant data, and outcomes were submitted to IQAC. These efforts contributed significantly to Criterion III and VII while instilling values of social responsibility among students.
- The AQAR template was shared with all teachers and administrative staff. A timeline was shared to guide departments in submitting data which included teaching-learning evaluation methodologies adopted, use of ICT Tools, experiential learning, participative learning used in projects, assignments, faculty achievements, student participation, MoUs, outreach activities, FDPs, etc. The IQAC conducted review meetings to assess the work completed.
- A Format was shared for Academic and Administrative Audit. based on university and NAAC guidelines. All departments were instructed to submit the Departmental Report. Preparatory meetings were held with Heads of Departments and IQAC members to review performance and compile supporting documents. The audit process is scheduled for the following term.



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The Department of Sociology and the Department of Hindi, in collaboration with the Internal Quality Assurance Cell, organized an educational visit to Sarvodaya Sahitya Mandal, Grant Road, Mumbai, on October 3, 2022, in celebration of Mahatma Gandhi Jayanti. Students explored an exhibition showcasing the life and values of Vinoba Bhave and attended a lecture by eminent Gandhian thinker Mr. Somaiya on "Life and Values of Mahatma Gandhi." Under the guidance of Mr. Premshankar Tiwari, girl students recited the *Krantigeet*. A total of 30 students and one faculty member participated in the visit.

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

(ACADEMIC YEAR 2022-23)

### Action Taken Report of IQAC Meeting held on 3<sup>rd</sup> December, 2022

The minutes and Action Taken Report of the IQAC meeting held on 19<sup>th</sup> September, 2022, were approved.

College Annual Day Ras Phuhar was held on 20<sup>th</sup> January, 2023. Smt. Sumita Shrikant Dalmia Intercollegiate Competition Nirjhar was held on 27<sup>th</sup> & 28<sup>th</sup> January, 2023. Intercollegiate Bhajan Competition was organized on 3<sup>rd</sup> February, 2023. Intercollegiate Kavita Pratiyogita was organized on 4<sup>th</sup> February, 2023. Trade Fair 'Unnati' was organized on 24<sup>th</sup> December, 2022. Annual Sports Day was held on 23<sup>rd</sup> December, 2022.

NSS Special Camp was conducted from 16<sup>th</sup> to 22<sup>nd</sup> December, 2022 at the adopted village Umroli, Palghar District.

The College informed the University, about the add-on multi-disciplinary Courses with Credits to be offered to the students. The College conducted short term Add-on Multidisciplinary Courses during the academic year 2022-23.

Tally Certificate Course was conducted for the students by ICA Edu Skills Pvt. Ltd., Dadar. 20 TYBCom students enrolled and completed the Free course.

FYBCom students enrolled and completed SWAYAM Online Course on 'Human Resource Management'. TYBCom students enrolled and completed 'Introduction to Banking and Financial Markets'.

'Sara Hindi' Add-on Course was conducted in collaboration with Hindustani Prachar Sabha. BA students enrolled and completed the Course.



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'English for Career Advancement' Add-on Course was conducted. First Year Students enrolled and completed the course.

Government Skill India Courses with National Skill Development Corporation, Sector Skill Councils, Maharashtra Skill Development Society, etc. are conducted. After several meetings with the members of Saraswati Seva Pratishthan the MOU was signed on 9<sup>th</sup> December, 2022 between Marwadi Sammelan's B.M. Ruia Girls' College Skill Development Centre and Saraswati Seva Pratishthan to offer Government Skill Development Courses. After inspection from Maharashtra Government Team and from Central Government, the following courses were approved; Domestic Data Entry Operator, Street Food Vendor, Customer Relationship Management (CRM) Voice Assistant and Social Media Executive for the current academic year 2022-23.

Teachers were instructed to prepare short term Add-on Multidisciplinary Courses as per University guidelines for SNTDWU-CHETNA recognition and collaboration.

The University Examination Section and SNTDWU-CHETNA section, were informed about the various Short-Term Add-on Multidisciplinary Courses offered by the College during the academic year 2022-23, under implementation of NEP 2020. The details are given below:

Sr. No.	Name of the Capability enhancement add-on credit courses	Total Credits	Duration (Hours)	No. of students enrolled	Mode	Medium	Offered by	Status as on 25 April, 2023
1.	Saral Hindi	2	38 hours	41	Campus-level courses (Face-to-Face courses)	Hindi	B.M. Ruia Girls' College, Mumbai in collaboration with Hindustani Prachar Sabha	Completed
2.	English for Career Advancement	2	34 hours	40	Campus-level courses (Blended mode courses)	English	B.M. Ruia Girls' College, Mumbai	Completed





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3.	Street Food Vendor	4	60 hours + Practical	60	Campus-level courses (Face-to-Face courses)	English, Hindi	National Skill Development Council under MOU between Marwadi Sammelan's	Ongoing
4.	Customer Relationship Management (CRM) Voice Assistant	4	100 hours + Practical	60 (5 BMR +55 SDIMS)	Campus-level courses (Face-to-Face courses)	English, Hindi	B.M.Ruia Girls' College Skill Development Centre & Saraswati Seva Pratishthan for Skill India Courses	Ongoing
5.	Domestic Data Entry Operator	4	100 hours (60 hours Theory + 40 hours Practical)	60	Campus-level courses (Face-to-Face courses)	English, Hindi		Ongoing
6.	Social Media Executive	4	100 hours (Theory + Practical)	60				Ongoing
7.	Human Resource Management	3	12 Weeks (45 hours)	40	Online	English	Swayam – Loyola College of Social Sciences - CEC	Completed
8.	Introduction to Banking and Financial Markets	2	6 Weeks (30 hours)	40	Online	English	Swayam – Indian Institute of Management Bangalore (IIMB)	Completed
9.	Tally Certificate Course	Non-credit	30 hours	20	Face-to-Face	English	ICA Edu Skills Pvt. Ltd., Dadar	Completed

Teachers were deputed to attend Workshops on NEP 2020, organised by SNDT Women's University and other institutions.

A proposal for upgrading ICT infrastructure was submitted to management. Smart board procurement, improved internet bandwidth, and enhancement of digital resource access (e-journals, software tools) were included.

Feedback from IQAC members and departments was incorporated into the AQAR draft. Required data corrections and content improvements were made.



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To enhance alumni engagement and contribution while promoting skill development for income generation, the Alumni Committee, in collaboration with IQAC, organized an Alumni Meet and a Workshop on Beauty and Make-up on April 1, 2023. The session was conducted by Ms. Ruchi Raigar, an alumna of the B.Com program and a professional makeup artist. The workshop provided practical training on various makeup techniques, including the No Makeup Look, Office Makeup Look, and Party Glam Look, catering especially to working professionals. Ms. Ruchi demonstrated makeup applications on two students, showcasing both Western and Indian styles. The session aimed to equip students with entrepreneurial skills and self-employment opportunities in the beauty industry. The event was well-received, strengthening alumni relations and fostering skill-based learning for financial independence.

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ACTION TAKEN REPORT**

**(ACADEMIC YEAR 2022-23)**

**Action Taken Report of IQAC Meeting held on 26<sup>th</sup> April, 2023**

The minutes and Action Taken Report of the IQAC meeting held on 3<sup>rd</sup> December, 2022, were approved.

A preliminary Plan of Action was drafted, and responsibilities were allocated to departments and criterion in-charges to commence the preparation for 4th Cycle of NAAC Assessment and Accreditation. The process of data collection and documentation for the IQA and SSR has been initiated. A timeline for submission has been prepared, and regular follow-up meetings have been scheduled to monitor progress and ensure timely compliance with NAAC requirements.

A notice was circulated to all faculty members regarding the newly received credit structure from the University. Teachers were invited to review the structure and submit their suggestions, recommendations, and queries. Faculty members provided constructive feedback, which was compiled and formally communicated to the University via email for further consideration. Faculty members have been asked to submit book lists in line with NEP requirements.

The students enrolled in courses through the University's CHETNA portal and Government Skill Development programmes. The college successfully conducted NSDC-certified Maharashtra Sector Skill Development courses during the academic year 2022-23, in collaboration with Saraswati Sewa Pratishthan under a formal MoU. These courses were aimed at enhancing employability and aligning with NEP 2020 recommendations.



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Eligible faculty members were encouraged to apply for Ph.D. guideship, and those eligible were requested to submit their necessary documents and academic profiles for forwarding to the University. The college has initiated the procedure to apply to the University for the introduction of new postgraduate programme, M.A. in Hindi, to strengthen academic offerings and support future research centre recognition.

Departments were instructed to prepare lists of potential collaborators, including industries, NGOs, academic bodies, and skill development organizations. The IQAC shared a standard MoU draft format. Preliminary talks were initiated with BSE Brokers Forum, ICA Edu Skills, and other industry partners and training institutes for collaborative programs. The college continued to offer Government Skill courses through existing collaborations (Saraswati Sewa Pratishthan). Follow-up meetings were scheduled to review progress and finalize MoUs.

National level Workshop (Hybrid Mode) on “Research Writing and Ethics” was conducted on 12th May 2023.

The College received a grant of Rs. 97,057 from Maharashtra Rajya Hindi Sahitya Akadami, Mumbai on 17th May, 2023 for the Two Days National Seminar on National Education Policy "Nai Rashtriya Shiksha Niti aur Bhartiya Bhashayen" organized by the Department of Hindi in collaboration with Maharashtra Rajya Hindi Sahitya Akadami, Mumbai, on 23rd and 24th March, 2023.

The Academic and Administrative Audit (AAA) was conducted on 26<sup>th</sup> May, 2023, by the University. The college received ‘A’ Grade, valid for 3 years (from 2023-24 to 2025-26).

To increase the admission strength, E-brochures pamphlets, brochures, prospectus were shared on the groups. Principals and school teachers in the neighboring areas were invited as Experts, Guests to create awareness about our college.





**Dr. Santosh Kaul Kak**  
Principal

Marwadi Sammelan

# **B. M. RUIA GIRLS' COLLEGE**

NAAC ACCREDITED B+ (3<sup>rd</sup> Cycle)

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Ref. No. :

Date :

To promote a strong research culture among teachers and students and to provide guidance on academic writing, the Department of Hindi, Research Cell, Department of Commerce, and IQAC collaboratively organized a *Workshop on Research Writing and Ethics*. The session featured Dr. Antonette Lobo from SIES College, Mumbai, as the resource person. Dr. Lobo provided in-depth knowledge on structuring research papers, focusing on proper title formulation and the significance of a well-conducted literature review. She demonstrated various reliable sources for literature review and introduced participants to free plagiarism detection tools to maintain research integrity.

Additionally, she guided faculty members on identifying UGC CARE-listed journals, discussing key publication parameters, impact factors, and best practices for journal selection. The workshop also covered ethical research practices, citation techniques, and common pitfalls in academic publishing. This initiative was aimed at equipping faculty and students with essential research skills, promoting high-quality publications, and encouraging active participation in research activities. The session was well-received, and participants expressed interest in future workshops on advanced research methodologies and funding opportunities.

As part of the institutional quality enhancement initiatives, feedback for the academic year 2023-24 was collected from students, faculty, employers, and alumni. The feedback was analyzed, and the findings were conveyed to the respective teachers and departments. Action-taken reports (ATR) were prepared in a structured manner, addressing the concerns raised through necessary improvements in curriculum delivery, teaching methodologies, and overall academic support. The feedback received was communicated to the teachers, who then informed the faculty members representing the University Board of Studies for Hindi, English, Economics, Sociology, Commerce and Accountancy for UG and PG programmes, which were implemented under the NEP framework.

  
**PRINCIPAL**

**B.M. Ruia Girls' College**  
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