



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SMT. P. N. DOSHI WOMEN'S COLLEGE
Name of the head of the Institution		Dr. Asha Menon
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02225123484
Mobile no.		9892474794
Registered Email		principalspndoshi@gmail.com
Alternate Email		iqacspndoshi@gmail.com
Address		Smt. P. N. Doshi Women's College, Cama Lane, Ghatkopar (W)
City/Town		Mumbai
State/UT		Maharashtra
Pincode		400086

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Mr. Raju Chauhan
Phone no/Alternate Phone no.	02225135439
Mobile no.	8108696191
Registered Email	iqacspndoshi@gmail.com
Alternate Email	principalspndoshi@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	_https://www.spndoshicollege.com/pdf/AQAR_final_2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.spndoshicollege.com/pdf/AcademicCalendar2020-21.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	85.50	2003	21-Mar-2003	20-Mar-2008
2	A	3.02	2010	28-Mar-2010	27-Mar-2015
3	A	3.02	2016	29-Mar-2016	28-Mar-2023

6. Date of Establishment of IQAC	01-Sep-2004
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7. Internal Quality Assurance System	
Quality initiatives by IQAC during the year for promoting quality culture	

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Excel	31-May-2020 0	0
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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
NIL	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

- Trained and motivated teachers to use ICT tools more frequently in teaching learning and evaluation.
- Feedback from all stakeholders collected, analyzed and used for improvements.
- Participation in NIRF and Academic Administrative Audit (AAA) conducted and its follow up action.
- Meeting with Management on Autonomy
- Upgradation of Class rooms and psychology laboratory as well as installation of Biometric of students and started the YouTube channel of the college

[View File](#)

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				
Excel	Excel				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Development Committee</td> <td>12-Jul-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Development Committee	12-Jul-2021
Name of Statutory Body	Meeting Date				
College Development Committee	12-Jul-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	10-Mar-2016				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	13-Jan-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>There is a customized cloud based MIS for staff and student's data. The students data is registered in our MIS from the time she enrolls in the college till the time she leaves the college. A dedicated server is maintained at the college as a backup. The library is fully computerized with a bar code system. The office administration MIS has a list of currently operational modules admission, entrance fee, GR generation, roll number generation, attendance register, examination fee, seating arrangement, subject combination, leaving certificate and biometric for attendance. List of modules which are currently operational in MIS of Teachers Personal Information, Workload and Teaching Plan. The library MIS currently has a list of modules currently in operation accession, circulation, book bank, stock taking, withdrawal, barcode, report generation and OPAC search facility.</p>				

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

Detailed planning is undertaken to ensure effective implementation of the curriculum. Keeping in mind the needs of the students, the plans are made at departmental and institutional level, which act as guideline for teachers. They are enumerated below: 1. Institutional Academic Calendar: The institutional Academic Calendar is prepared on the basis of academic terms, holidays and examination schedule given by the university at the beginning of the year. This information is shared with the stakeholders through the college diary and website. 2. Semester-wise Teaching Plan: Every department prepares its own academic plan of the semester. Individual teachers prepare unit wise teaching plan for each semester of subjects/papers they teach, which are then finalized in the departmental meetings. Record books are also maintained by teachers about their semester and day to day plans and methods of teaching. 3. Departmental Meetings: Regular departmental meetings are conducted for planning and smooth execution of the academic programmes. 4. Meetings of Heads of the Departments: Heads of the Departments and Vice-Principals regularly review and monitor academic planning and delivery of the curriculum. 5. Execution of Teaching Plan Teaching plans are part of Teacher’s Record Book which are reviewed periodically by the Heads of the Departments and Vice-Principal. Due to personal or professional reasons, if the timeline is not maintained, extra lectures are conducted to complete the curriculum. For e.g., If a teacher goes for Refresher/Orientation/FDP programme the teaching plan is amended accordingly.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certified GST Expert	-	04/11/2019	40	Course enabled students to develop skills for consultancy, free lancing getting better job opportunities	1. Vocational training in Accounts Taxation 2. Provide practical exposure to GST
Adobe Premiere Pro	-	19/08/2019	30	Focus on employability	Learning skill of audio-video editing through user-friendly software Adobe Premier Pro
-	Diploma in Research Methodology	15/07/2019	60	-	Focus on Skill development

Industrial relations and Labour Laws	-	30/08/2019	70	Focus on employability	-
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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	88	55

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
Excel	Nil	Nil
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Human Development	16
BSc	Food Science and Nutrition	24
BSc	Resource Management	22
BA	-	120
MA	Industrial Psychology	20
MCom	Finance	29
BCom	Accountancy and Finance	118
BA	Mass Media	67
BCA	Computer Applications	54
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback was collected from the students using a Google form on the College MIS. A structured feedback form was created using Google Form for other stake holders. Each Faculty then collated the feedback and valid suggestions about the courses were conveyed to the Principal. The Principal then conveyed it to the respective BOS through college staff members who are appointed as BOS members. Based on the feedback from employers a few add-on courses were initiated for example: Accounting with Tally ERP9, Introduction to Python programming. The feedback of the students with regards to teachers is conveyed to the respective teachers by the Principal on one-to-one basis with an open discussion on areas that need improvement. Feedback was received from students and parents with regards to the cleanliness of the institution and Campus. The management has taken initiatives to improve and maintain the cleanliness and hygiene by appointing extra support staff and nominating student volunteers and teachers to monitor the same.

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
BA	-	240	300	180
BCom	-	360	600	322
BSc	Home Science	120	127	93
BCom	Accountancy and Finance	120	130	108
BA	Mass Media	60	35	35
BCA	Computer Applications	60	56	38
BMS	Management Studies	60	86	59
MA	Industrial Psychology	40	218	31
MCom	Finance	40	39	35

[View File](#)

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	2363	118	52	3	2

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
57	57	18	8	1	20

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The intention of the mentoring is to build a positive rapport with the students. Every teacher is allotted approximately 35-50 students as per the size of the class. In the time table, one hour per week has been specified for counselling the students of the faculties. There are pre-determined topics on which the teacher mentors the student. This is followed by an open forum, where individual students come up with their questions / problems which are attended by the Mentor. An informal response was taken from students and faculty members at the end of the term and it was found that many of the students complaints and issues had been resolved.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2481	57	1:44

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
57	57	Nil	Nil	20

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Mr. Nilesh Mhatre	Assistant Professor	Maharashtra Rajya Gunwant Shikshak Pususkar-2020, by Kokan Region, Maharashtra State Shikshak Sena. Kokan, Maharashtra
2020	Dr. Madhumita Bandyopadhyay	Associate Professor	Mrs. Avabai B Wadia Research Fellowship from The K. R. Cama Oriental Institute, Mumbai for Post-Doctoral Research

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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
Nil	Excel	Excel	Nil	Nil
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous and comprehensive assessment is done through a formal examination and other multilateral examinations in which teachers are given the freedom to take as many different tests as subjects or suits for the classroom such as class tests, assignments, case studies, Open book test and project. Online tests were also conducted by some faculty members as this was the need of the hour. Those students who do not perform well in the assignments are counselled individually as and when required, weaker students are given more chances to improve their scores. Students involved in co-curricular and sports activities who miss the first test are allowed to appear in the second/ third round. Mentoring Counselling Committee help students deal with examination stress related issues. Students are evaluated the practical courses in every session.

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

Academic schedule of the college is made immediately after receiving the academic terms from SNDT Women's University. Tentative internal examination schedules are planned looking into vacations and other college activities for the year. Examination schedule is included in the Academic calendar of the college. Final examination is conducted by University on dates decided by them. Care is taken to see that 90 teaching days are completed. All academic and co-curricular activities are planned keeping in mind the examination schedule.

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)

https://www.spndoshicollege.com/pdf/Compiled_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	-	133	127	95.48%
002	BCom	-	225	210	93.33
005	BSc	Home Science	67	67	100%
129	BCom	Accountancy and Finance	118	118	100%
131	BA	Mass Media	66	65	98.48%
010	BMS	Management Studies	54	52	96.29%

059	BCA	Computer Applications	54	52	96.29%
10	MA	Industrial Psychology	20	20	100%
1	MCom	Finance	27	24	88.88%
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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)

https://www.spndoshicollege.com/pdf/college_evaluation_21.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
Any Other (Specify)	2	The K. R. Cama Oriental Institute	250000	0
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Personal Finance for Women - Opportunities and Rights	BMS	19/09/2019
Workshop on Overview of Financial Markets	BMS	18/11/2019
Cake Decoration Workshop	Faculty of Home Science - Department of Resource Management (Interior Space Design)	16/12/2019
Designing Tote Bag Workshop	Faculty of Home Science - Department of Resource Management (Interior Space Design)	17/12/2019
Walk Throu Workshop	Faculty of Home Science - Department of Resource Management (Interior Space Design)	18/12/2019
Overview of Financial Marketing by BSE	MCom	16/12/2019
Intellectual Property Rights	IQAC	13/05/2020

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
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NIL	NIL	NIL	Nil	NIL
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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
1	Centre for Innovation and Entrepreneurship Development	Management and Brainiac	-	-	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	Nil

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	Bsc (Home Science)	2	Nil
National	MCom	1	5.60
International	BSc Human Development	2	6.3
International	Mcom	1	5.60
View File			

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

Department	Number of Publication
BSc (Home Science)	7
MCom	3
BA	1
BCA	1
View File	

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

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

No file uploaded.

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	Nil	Nil	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
Resource persons	1	Nil	Nil	4
Attended/Seminars/Workshops	30	44	27	35
Presented papers	5	4	Nil	Nil

[View File](#)

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Excel	Excel	Nil	Nil

[View File](#)

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Best State level NSS Volunteer award	Best State level NSS Volunteer award 2019-20 was awarded to Ms Pratiksha Adam	Government of Maharashtra	1
Aavhan Camp	Best leader award	NSS Maharashtra Cell and Swami Ramanand Teerth Marathawada University, Nanded	2
Vigilance awareness week program	Best College award	SAIL (Steel authority of India)	2
NSS Residential Camp at Poi Village	Letter of appreciation	Gram Panchayat of Poi village, Kalyan	150
Blood Donation Camp	Letter of appreciation	Sarvodaya Hospital, Ghatkopar	10

Leadership Camp	Best Team Award, Best NSS Volunteer award at Camp, 2nd 3rd prize in best tracking award	NSS Cell SNDT Women's University	4
Skip India Fit India on women's day celebration	Student participants received award and certificates signed by Mr. Manoj Kotak (Member of Parliament)	WEE inspired by Member of parliament Shri Manoj Kotak	312
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Excel	Excel	Excel	Nil	Nil
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Excel	0	0	0
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Excel	Excel	Excel	Nil	Nil	0
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Excel	Nil	Excel	Nil
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
880000	259115

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
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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
SpndLMS	Fully	V1.1	2003

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Excel	Excel	Excel	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	206	4	206	1	4	7	9	70	8
Added	10	0	10	0	0	0	0	0	45
Total	216	4	216	1	4	7	9	70	53

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

70 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 academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
255000	195008	542700	647002

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)

Maintenance Regular maintenance work is carried out for the equipment through annual maintenance contracts given to competent agencies. AMC for AC, Lift, PC/ Laptops, Projectors, Fire Extinguishers, Fridge and Microwave are covered. Regular pest control is done in college premises including library. We have following in-house staff appointed by the management to look after regular maintenance of laboratory, library, sports complex, computers, classrooms and other infrastructure facilities:

- A campus supervisor and campus manager coordinate maintenance and repair work needed to be done on the premises.
- An office staff is assigned the duty of looking after the ICT facilities. Library software is maintained by library staff.
- An electrician attends to the day-to-day electrical works required to be done on the premises. Major electrical works are undertaken by a qualified contractor.
- A carpenter-contractor is available round the clock for regular repair and maintenance of the furniture and building.
- A plumber-contractor is available for regular repair and maintenance of the plumbing works.

Psychology Laboratory: The Department of Psychology has Psychology laboratory which is managed and used by all the faculty members of the UG and PG level and the lab staff maintains the record for the same. The laboratory has an enriched collection of the psychological tests in the areas such as intelligence, aptitude, interest, personality and wellbeing which are used in the field of industry and counselling. An added feature of the Advanced Psychology laboratory is the installation of the SPSS software for the data analysis to promote research among the students as well as faculty. The faculty and the laboratory attendant do the stock taking and maintain the record in the register on a yearly basis.

Chemistry, Physics, Biology, Resource Management and Food Laboratory: In the beginning of every academic year all the equipment in every laboratory is checked and on the basis of its working condition and a maintenance record is maintained. Every year stock-taking register is updated. Pest Control procedure is done after every 3 months in all laboratories. Along with this, for precautionary measures all the above laboratories have their own respective first-aid boxes, in case any casualties take place. Sufficient and working Fire-extinguishers are installed for student's safety and to prevent any unfortunate events. Measures are also taken for waste management wherein, all the waste is segregated as per different category (wet/dry/toxins) and efforts are taken in order to reduce it as much as possible. A set of rules are made for the students as well as the staff for maintaining discipline and for the harmonious functioning of the labs. The Labs are located in the part of the college where there is cross ventilation, and abundant air to prevent any suffocation. All the experiments in the labs are conducted under supervision of highly skilled professors and lab-assistants. Utilization The college works in overlapping shifts from 7.20

am to 4 pm to meet the high demand for courses. A master time table is designed keeping in mind the requirements of all sections.

https://www.spndoshicollege.com/pdf/Procedures_Policies.pdf

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	Financial support from 14 various schemes	313	588600
Financial Support from Other Sources			
a) National	GOM Scholarship/Freeship	192	1965978
b) International	Financial support from 7 various schemes	381	513550
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Excel	Nil	Nil	Excel
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Excel	Nil	Nil	Nil	Nil
View File					

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

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

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

Excel	Nil	Nil	Excel	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	Nil	Excel	Excel	Excel	Excel
View File					

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

Items	Number of students selected/ qualifying
Nil	Nil
View File	

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

Activity	Level	Number of Participants
Talent Show	Institutional Level	95
International yoga day was organized along with NSS NCC unit of the college on 21st June, 2019	Institutional Level	20
'Two- Day Annual Sports Meet' on 13th 14th March, 2020, sports events such as Chess, Carom, Table Tennis and Yoga Competition	Institutional Level	82
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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Association of Indian Universities inter-university Zonal Youth Festival (1st Prize)	National	Nil	1	2019016100015214	Ms. Archana Sharma
Nil	Association of	National	Nil	1	2019016100015214	Ms. Archana

	Indian Universities inter-university Zonal Youth Festival (Ist Prize)					Sharma
Nil	35th Association of Indian Universities National Youth Festival, Amity UTSAV 2020 (Participation)	National	Nil	1	2019016100015214	Ms. Archana Sharma
Nil	35th Association of Indian Universities National Youth Festival, Amity UTSAV 2020 (Participation)	National	Nil	1	2018016100041381	Ms. Pratiksha Adams
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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 Student Council of our college organizes many functions like College Foundation Day, Annual Day, Farewell, UTSAV and various other activities of the university including cultural activities. The Student Council also organizes College Week where various competitions and programs are held. Students take initiative to plan and execute various programs and competitions. The students of our college are also the members of various statutory bodies of the college viz. IQAC, Grievance Cell, College Development Committee, Womens' Development Cell, Anti Ragging Cell, Prevention of Sexual Harassment Cell and Student Association.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

'SAANIDHYA-SPND ALUMNI ASSOCIATION' Registered properly under the Institution Registration Act 1860 (Act 21 of 1860) on the following date 4th May 2019. Date of Registration: 4th May 2019 Registration Number: 994/2019 The association is registered with office of the Assistant Registrar of Societies, Greater Mumbai Region, Mumbai for registration of the said Society under the Societies

Registration Act, 1860. It was decided that this association will have an annual gathering on 1st May every year where alumni of all the faculties will be invited. It is a regular practice to invite alumni for sharing their experience and knowledge in their profession with our current year students.

5.4.2 – No. of enrolled Alumni:

764

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

All the colleges were closed since March 2020 due to the Covid-19 epidemic, so our college could not conduct alumni activities.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization At our institution, we have horizontal system of management with shared control and delegation of power and responsibility. Decision by consensus, transparency, readiness to accept suggestions and lateral thinking are the core virtues of our decision-making system. We have sectional heads for all the UG and PG programmes. During bi-monthly meetings of these heads with the Principal, important issues of day-to-day functioning are discussed and action is taken. Respective heads take the responsibility of completing the specific work without any interference. Operational autonomy is achieved through various committees established at the faculty level and the heads of these faculties report to the Principal. Every department plans and conducts its own curricular and co-curricular activities with the approval of the Principal. **Participative Management** The institution promotes the culture of participative management at the strategic level, functional level and operational level. **Strategic level:** The Principal, College Development Committee (CDC) members, Vice Principals, Co-ordinators and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. **Functional level:** Faculty members share knowledge among themselves, students and staff members while working for a committee. The management and the Principal maintain an open-door policy which allows any staff or student to walk in their chamber in case of need which helps us to build a strong relationship with the stakeholders. **Operational level:** The Principal interacts with management, government and external agencies faculty members and maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different programs.

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	As an affiliated college, the college follows the curriculum prescribed by

the University. But for our add-on courses, the syllabus is revised every year as per the requirement based on the feedback from various stakeholders and Permission is taken from the CDC forwarded by the IQAC as given by the teachers.

Teaching and Learning

Organized workshop/lecture on: • Google Classroom, • MOOC • Advanced Teaching Methodologies and Technologies

Examination and Evaluation

• The examination committee has reinforced norms for the conduct of the examinations and made all faculties aware of these norms before the commencement of the exams. • Exams were conducted online • Duty chart of invigilation duty is prepared and circulated much in advance to ensure presence of faculty during exams. • Continuous and Comprehensive Evaluations are undertaken through class tests, assignment problems, Case Studies and Projects. • Those students who do not perform well in the assignment are counselled individually and when required, weaker students are given more chances to improve their scores • Students involved in co-curricular and sports activities who miss the test are given special tests. • Conducting the college examination in the first year as per the university norms including multiple sets of question papers and revaluation.

Research and Development

• Lecture on IPR • Workshop Lecture on Research Methodology • Inter collegiate Student Research Paper Presentation Competitions by various faculties (Trishool, Urjita) • Students participated in the International Economic Convention every year. • 30 hours Certificate course in Research Methodology for TYBSc (Home Science) students • Financial support from the management for international paper presentations. • Financial support from management for any staff or students research activity

Library, ICT and Physical Infrastructure / Instrumentation

The college has encouraged the use of ICT based techniques of teaching-learning by all departments. All teachers were ICT trained. Because of the lock down the college has trained the teachers to use MICROSOFT TEAMS for teaching and now the classes are taken on that. Computers/Laptops and

projectors have been allotted to different departments. The physical infrastructure has also received attention from the college authority. Renovation and up-gradation of laboratories, purchase of new computers, printers etc have been proposed in the current academic year. Establishing smart classrooms, fixing of LED TVs and Smart boards are in the pipeline. Renovation of the Chemistry Lab is given approval by the management. Renovation of Advance Psychology Lab has been completed.

Human Resource Management

- Students are encouraged to participate in seminars, special lectures, field tours, quiz, debate etc to increase their skill and experience.
- Workshop and special lecture to enrich students and staff were held in the academic year 2019-2020.
- IQAC organized the workshop on IPR, MOOC, 5s, Autonomy, Life Skills Development and Advanced Teaching Methodologies and Technologies.
- Teaching and Non-Teaching members are encouraged to participate in trainings, workshops and staff development programs. Different sub-committees are nominated by Teachers' Council to ensure academic and administrative experience of faculty members
- The College has a Staff Study Circle where the teachers share their thoughts on current topics.

Industry Interaction / Collaboration

A few Faculties have collaborated with national and international eminent academicians during the various seminars/conferences they have attended and published research papers in the current year. Departments take students for field visits where they interact with the industry. The College had signed a few MOUs with various industries for internship, training and placement. Few departments have gone for Internship.

Admission of Students

To publicise programmes and courses available, hoardings were put at railway stations, standies at the college, pamphlets were distributed and advertisement were telecasted on local cable, radio channel and local newspaper. Few teachers go to different schools to encourage students.

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

E-governance area

Details

Planning and Development	<ul style="list-style-type: none"> • College has proposed complete office automation so as to make less paper office. • Automation will include students' database, faculty and staff database, feedback system etc. • Library is automated with SpndLMS software.
Administration	<ul style="list-style-type: none"> • Admission of the students are done online through University portal. • Notices and circulars are communicated to different departments through e-mail from the office of the Principal. • GR, Roll Numbers, Attendance Registers and Hall tickets for college examination, Fees receipts are generated through MIS system. • Each and every IQAC notice is circulated by the coordinator through e-mail
Finance and Accounts	<ul style="list-style-type: none"> • The college fees is collected through cashless transactions i.e. POS and demand draft. • Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through IFMS software
Student Admission and Support	<ul style="list-style-type: none"> • Applications are submitted for admission to different courses through the online admission portal • Merit list is prepared and uploaded. • E-mail ids and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded on the college website and students can communicate to the members through e-mail
Examination	<ul style="list-style-type: none"> • Question papers are received from the University online. • Examination fees collection and seating arrangement are done through MIS. • Internal examination marks are uploaded in University portal.

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	Ms. Suchita bhovar	One Day workshop on 'Data Organization in Revised Accreditation	Vidyalankar Institute of Technology, Mumbai	500

		Framework of NAAC'		
2019	Ms. Swati Suchak	One Day workshop on 'Data Organization in Revised Accreditation Framework of NAAC'	Vidyalankar Institute of Technology, Mumbai	500
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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)
2019	5 s	5 s	11/07/2019	11/07/2019	8	10
2019	Microsoft Workshop	Microsoft Workshop	13/11/2019	13/11/2019	19	2
View File						

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
Excel	Null	Null	Null	0
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
34	57	50	62

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> Research fund (Annual Fund of Rs. 3,00,000 to 4,00,000 is available for teachers and students for research activities.) Research Leave 	<ul style="list-style-type: none"> Interest free educational loans are provided to class IV employees' children and fee concession for their children studying in our college. Every year four to five staff members take advantage of this 	<ul style="list-style-type: none"> Book Bank Student's Guidance Centre - Sanchetana Student's Welfare Centre Anti-ragging Cell Prevention of Sexual Harassment Cell Grievance Redressal Cell Clothes Bank Scholarships Free

facility. • Premium of medical insurance policy is paid by the management wherein sum assured per person is Rs. 50,000/-. • Financial help is given during hospitalization or major illness for self and family members as and when needed. • In case of delays in receipt of salary grant, salary is given by the management. • College facilitates membership of cooperative credit society and obtaining bank loans. • Free one day tours and overnight tours at concessional rates are organized. • Subsidized gymnasium facility is provided. • Our in-house counseling cell organizes workshops on various topics such as Time Management, Health and Fitness, Fitness with Good Eating Habits, etc.

Internet Surfing Facility
 • Mini Meal •
 Employability skills training by corporate •
 Financial Assistance Scheme • Interest free loan facility • Medical Aid • Research fund (Annual Fund of Rs. 3,00,000 to 4,00,000 is available for teachers and students for research activities.)

6.4 – Financial Management and Resource Mobilization

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

Every six months Internal Audit is done by an auditor in two parts. Firstly, from April to September audit is done in the month of November of year and secondly, from October to March audit is done in the month of May of every year. The finalization Audit Report is handed over to Principal and after that Final Balance Sheet with Audit report is sent to Government Pay Unit officials. The Government Pay Unit keep calls for External Audit as per their requirement.

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
Excel	0	Excel
View File		

6.4.3 – Total corpus fund generated

6033100

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	Yes	IQAC

Administrative	No	Nil	Yes	IQAC
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NIL

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

NIL

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

<ul style="list-style-type: none"> • MIS • Student Research Initiatives • Sports facilities established in the school premises for our students. • Students' Biometric
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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
Nil	Excel	Nil	Nil	Nil	Nil
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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
Workshop on Menstrual Hygiene	08/08/2019	08/08/2019	275	Nil
Beti Bacchao Beti Padao activity in SPECIAL RESIDENTIAL CAMP	25/12/2019	25/12/2019	150	Nil
Various street plays were conducted under the topic of 'Education is every girl's right' in Cyclothon (Kashmir to Kanyakumari)	22/11/2019	25/12/2019	21	Nil

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

• College uses LED lights to conserve energy. • "Save energy" initiative is taken by the students' union to make students aware by making them switch off lights and fans before leaving the classroom. • Environmental Science tours are conducted to create awareness and conservation of biodiversity among the students. • An activity titled 'Solar Urja Lamp Project' was conducted to teach students how to assemble solar lamp, the importance of solar energy, the cons of non-renewable energy and in general prepare them to be ambassadors for Solar Energy in which 78 students participated.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	7
Ramp/Rails	Yes	7
Rest Rooms	Yes	7
Scribes for examination	Yes	6

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
Nil	Nil	Nil	Nil	Nil	NIL	NIL	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Policy Booklet	14/02/2019	Necessary changes have been incorporated as per the norms and guidelines of the new University Act. The LMS (Local Management Committee) has been converted into CDC (College Development Committee)

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Day against Drug Abuse and Illicit Trafficking	26/06/2019	26/06/2019	20
Gandhi Examination	23/09/2019	23/09/2019	525
Maharashtra Flood Relief Donation	16/09/2019	16/09/2019	23

Constitution Day	27/11/2019	27/11/2019	134
Andh Shraddha activity in SPECIAL RESIDENTIAL CAMP	24/12/2019	24/12/2019	150
Family Planning activity in SPECIAL RESIDENTIAL CAMP	26/12/2019	26/12/2019	150
Save Resources activity in SPECIAL RESIDENTIAL CAMP	27/12/2019	27/12/2019	150
NSS WEEK: On Gandhian Principles	10/02/2020	12/02/2020	62
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Energy Saving and Conservation.
- Efforts for Carbon neutrality
- Waste Management
- No Plastic Usage
- Green Initiative

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

I. Welfare services to support underprivileged students to complete higher education

1. Title of the practice Welfare services to support underprivileged students to complete higher education. 2. Goal Since its inception, the college has worked determinedly in the spheres of women's education and welfare activities, especially for needy, underprivileged by providing them access to free/subsidised education. The motto of the college is to assist the students' complete higher education by providing them physical, psychological and financial support. 3. The Context Majority of our students are from socio-economically challenged segments of the society. Personal interaction with students has revealed that familial and financial constraints prevent them from completing higher education. Because of this background our students face number of hurdles while completing their education and achieve goals. In addition to financial help like subsidized fees, scholarships and interest free loans, college also provides various welfare services. We strengthen their confidence and determination by giving them a helping hand and leading them towards the fulfilment of their dreams. It was felt that the student support services extended by the management have been expanded to meet the growing requirements of needy and deserving students, especially during the ongoing Covid-19 pandemic to include: i. Financial support to enable course completion in the form of various loans and scholarships, ii. nutritional support in the form of providing home rations by the Rotaract Club of the college during the lockdown (in addition to the mini-meal in the pre-Covid period), iii. Technological support to facilitate online learning by subscribing to MS-TEAMS ZOOM iv. Mentoring support to students by extending telecounseling services by the Dept of Psychology during the lockdown period. 4. The Practice Book bank Under Book Bank scheme a set of textbooks is provided to needy and bright students for one academic year against a refundable deposit. Students have to fill up an application form to avail this facility. Students are shortlisted on the basis of information provided in the form, personal interaction and recommendation from teachers. Food for soul Many of our students cannot afford two meals a day, which affects their studies and overall health. We have launched the Mini Meal programme, where needy students are given a balanced meal including a fruit on every working day. This programme has resulted in better health and improved academic performance of the beneficiaries. Students are selected on the recommendation from teachers and are given a card to avail

this facility. Medical Centre A medical center is established in the college where a doctor comes twice a week. Students are given regular check-ups, follow-up treatment and medicines at nominal charges. Medicines are given free.

Sanchetana This center provides personal counseling services to students and staff with the help of qualified professionals, who offer guidance for personal, educational and career problems. The center also conducts regular workshops on personality development and leadership training.

5. Evidence of success Every scheme has helped students in some way in shaping their career. While Food for Soul (Approx. 200 beneficiaries per day for 150 days in a year) has seen the improvement in attention span as well as attendance, Book Bank (Approx. 300 beneficiaries per year), Medical Centre (Approx. 175 beneficiaries per year) and counselling service has been used by many students. Add-on courses have improved students' chances of employment whereas Employability Skill Training which is aimed at final year students has facilitated placement of more than 100 students every year. It has also helped in improving their self-confidence. Following is the evidence of the practice: i. Offering the Value-Added Course on Research Methodology by the Faculty of Home Science which will be extended to include students across faculties ii. Research paper presentation competitions conducted across faculties TRISHOOL, URJITA, INTERNATIONAL ECONOMIC CONVENTION, JIGYASA, etc iii. Encouraging students to participate in similar competitions organized by other colleges iv. Encouraging student Research Paper Publications

6. Problems encountered

- Raising funds to sustain these programmes is difficult. The Trust works very hard in raising resources.
- Identifying and Reaching to needy students.
- Co-ordinating with corporate partners for availability of slots in timetable and space.

II. Super Thirty Empowerment Programme (STEP)

1. Title of the Practice Super Thirty Empowerment Programme (STEP)

2. Objectives of the Practice The focus of this programme is to empower students to redefine themselves and use their talents, passion and interest to influence their inclination and transform their lives. The objectives are as follows:

- To develop self-awareness
- To build self-confidence, enhance self-esteem and the overall change in personality of an individual.
- To enhance communication skills and leadership skills

3. The Context Human beings are born with unlimited potentials, but there is a need of a mentor who can discover the potentials of the individual and help to systematically develop it. This program aims to enhance and groom student's outer and inner self to bring about positive change in their life. This program also provides the participants with the guidance and the empowerments they need to set their goals correctly and achieve them.

4. The Practice Super Thirty Empowerment Programme (STEP) was implemented for First Year students of BA, B.Sc, BMS, BAMB, BCA and BAF. Five rankers were selected from each faculty. The duration of this programme was 30 hrs. This programme included boosting the individual's confidence, improving communication skills (verbal and non verbal) and speaking abilities, and learning skills like critical thinking, problem solving, work ethics etc. This program started in January 2020. The first six sessions were conducted in college till March 2020. Due to the pandemic remaining sessions were conducted online through Zoom. Each session had many different activities like role plays, one-minute test, different games, group discussions, guest lecture etc.

5. Evidence of Success In today's competitive world, an educational institute is not only responsible for providing education of highest standards, but it is also responsible for all round development of its students. All participants took interest in this program and attended sessions regularly. We had conducted a pre and post test with these students. Communication Scale, Susan Barkman and Krisanna Machtmes, 2002 and Motivation - Goal-Setting Questionnaire, Ed E. Emory, 2000 were used to study the difference if any in communication skills score and motivational levels and goal setting skills in students. T test was used to find the significance. The results for Communication Scale concluded that there is significant difference in communication skills of students after intervention. The results for

motivational levels and goal setting skills also indicate that their significant difference in motivational levels and goal setting skills of students before and after intervention. The impact of this practice is tremendous and it has improved academic performance of students' in their FY Examinations. These students have participated in co - curricular and extra - curricular activities and won accolades. 6. Problems Encountered and Resources Required The problems faced in the initial phase are as follows • Sessions were conducted on Saturdays and a few students were reluctant to attend. • Some students faced network issues during the online sessions.

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

<https://www.spndoshicollege.com/pdf/Best-Practices-igac.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

Institutional distinctiveness to support underprivileged students to complete higher education Since its inception, the college has worked determinedly in the spheres of women's education and welfare activities, especially for needy, underprivileged by providing them access to free/subsidised education. The motto of the college is to assist the students' complete higher education by providing them physical, psychological and financial support. Majority of our students are from socio-economically challenged segments of the society. Personal interaction with students has revealed that familial and financial constraints prevent them from completing higher education. Because of this background our students face number of hurdles while completing their education and achieve goals. Scholarship to needy students of our college for reimbursing their admission and examination fees under Shama- Koticha scholarship fund and Shama students Assistance fund and LBW trust fund. We strengthen their confidence and determination by giving them a helping hand and leading them towards the fulfilment of their dreams. We have three distinctive programmes for achieving this goal. They are as follows: I. MICRO-FINANCE PROGRAMME This micro finance program, known as SHAMA Well loan programme was started in April 2006, where students receive interest free loans for pursuing higher, technical education or professional courses in our own institute or an outside institute. As these courses have good job opportunities, students can easily repay their loans in installments after getting a job. Students get maximum 50 of the course fee as loan. Parents income certificate, ration card and living conditions are scrutinized before approving the loan. II. SCHOLARSHIP PROGRAMMES The SPRJ Kanyashala Trusts scholarship programmes provide financial aid to needy students to complete their graduation/ Masters programme. The interest from the corpus of each scholarship fund given below is used to pay part of the fees of needy students. III. RATION DONATION DRIVE The college in collaboration with Rotary Club of Mumbai, Ghatkopar conducts a ration donation drive where many underprivileged children receive ration. During pandemic, the college has also donated laptops and desktops.

Provide the weblink of the institution

https://www.spndoshicollege.com/pdf/Institutional_Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

1. Applying for Quality Audit (ISO) 2. Training teaching and non-teaching staff for MIS 3. External Academic and Administrative Audit 4. Organizing workshop for teachers on Teaching Learning criterion and methods 5. Enhancing inter-disciplinary, multi-disciplinary and trans-disciplinary research activities among staff and students 6. Installation of Smart television sets in selected

classrooms 7. Striving for Autonomy 8. Improving Placement Ratio 9. Motivating teachers and students to join various online courses 10. Preparing teachers for online teaching. 11. Starting new courses MA Counseling Psychology 12. Establishment of new Human Development Lab