



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		Smt. P. N. Doshi Women's College
• Name of the Head of the institution	Dr. Asha Menon	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	02225135439	
• Mobile No:	9892474794	
• Registered e-mail	principalspndoshi@gmail.com	
• Alternate e-mail	iqacspndoshi@gmail.com	
• Address	Smt. P. N. Doshi Women's College, Cama Lane, Ghatkopar (West)	
• City/Town	Mumbai	
• State/UT	Maharashtra	
• Pin Code	400086	
<b>2.Institutional status</b>		
• Type of Institution	Women	
• Location	Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Shreemati Nathibai Damodar Thackersey Women's University				
• Name of the IQAC Coordinator	Mr. Raju Chauhan				
• Phone No.	02225123484				
• Alternate phone No.	02225135439				
• Mobile	8108696191				
• IQAC e-mail address	iqacspndoshi@gmail.com				
• Alternate e-mail address	principalspndoshi@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.spndoshicollege.com/pdf/AQAR_final_2019-20.pdf">https://www.spndoshicollege.com/pdf/AQAR_final_2019-20.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.spndoshicollege.com/pdf/AcademicCalendar2020-21.pdf">https://www.spndoshicollege.com/pdf/AcademicCalendar2020-21.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	85.50	2003	21/03/2003	20/03/2008
Cycle 2	A	3.02	2010	28/03/2010	27/03/2015
Cycle 3	A	3.02	2016	29/03/2016	28/03/2023
<b>6. Date of Establishment of IQAC</b>			01/09/2004		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>08</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. In the need of time, teachers have been trained and motivated to use ICT technologies in teaching, learning, and assessment on a regular basis. Official Microsoft Teams and Zoom platforms have been subscribed for online teaching, learning and assessment. 2. Understanding the exigencies of time, a series of webinars were organized on New Education Policy - 2020 and Covid-19 &amp; mental health for staff and students. 3. Campus Audit of college was conducted by GRIHA with respect to COVID 19 preparedness. 4. Enabled students and staff to join online classes through Swayam, Coursera, etc. 5. Course outcomes of all subjects were framed.</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
1. Training teaching and non-teaching staff for MIS	Trainings were organized.
2. Internal Academic and Administrative Audit	Internal audit was done.
3. Organizing workshop for teachers on Teaching-Learning criterion and methods	Workshops on National Education Policy and Academic Integrity and Plagiarism were organized.
4. Enhancing inter-disciplinary, multi-disciplinary and trans-disciplinary research activities among staff and students	Done.
5. Installation of Smart television sets in selected classrooms	Installed in few classrooms.
6. Striving for Autonomy	To be taken up after NAAC 2023.
7. Motivating teachers and students to join various online courses	Teachers and students were encouraged to join various online courses on Swayam, Coursera, etc.
8. Preparing teachers for online teaching.	Various trainings were organized.
9. Starting new course MA in Counseling Psychology	New course MA in Counseling Psychology was started.
10. Establishment of new Human Development Lab	The budget and plan were approved by the management.

<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
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- Name of the statutory body

Name	Date of meeting(s)
College Development Committee (CDC)	14/03/2022

<b>14. Whether institutional data submitted to AISHE</b>
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Year	Date of Submission
2020	13/01/2020
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	434
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	2360
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	434
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	803
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	60

File Description	Documents
Data Template	<a href="#">View File</a>
3.2	60
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	29
Total number of Classrooms and Seminar halls	
4.2	12051887
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	155
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

A detailed plan is in place to ensure that the curriculum is implemented efficiently. Individual, departmental, and institutional plans are developed with the requirements of students in mind, and they act as a guideline for teachers. Here's a list of some of them:

1. Institutional Academic Calendar: Academic terms, holidays, and examination schedules provided by the university at the commencement of the year are used to create the institutional Academic Calendar. The college diary and website are used to disseminate this information to the stakeholders.

2. Departments and Heads Meetings Regular departmental meetings are held to plan and implement educational activities. Heads of Departments and Vice-Principals assess and monitor academic planning

and course delivery regularly. Additional lectures are scheduled to complete the course if the deadline is not met due to personal or professional reasons. For example, if a teacher participates in a refresher/orientation/FDP program, the teaching plan is changed to reflect this. Meetings are called for several reasons, including workload distribution, students' academic performance, co- and extra-curricular activities that complement the curriculum, curriculum implementation, and students' feedback. The respective committees prepare action taken reports, which are then reviewed in college meetings for timely action and college development.

In the academic year 2020-2021, due to pandemic Covid19 mentioned above plans were changed to meet the requirements of crucial time. Online zoom meetings were taken.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of each semester, the competent authority creates an academic calendar based on the University's calendar, which includes numerous curricular, extracurricular, and co-curricular activities.

The calendar is placed on the college website and displayed on the notice board to communicate to all students. It is updated and revised to incorporate any University suggested modifications.

Internal evaluations are carried out in line with the University guidelines.

Students' Continuous Internal Assessment (CIE) includes Internal Assessment Tests (IA), assignments, quizzes, and seminars. According to the calendar of events, there is a well-defined protocol for conducting CIE. The IA question paper is created by the course instructors using the revised Bloom's taxonomy and an evaluation scheme that is reviewed and approved by the head of the department.

The internal assessment exam timetable prepared by the examination committee is published to the stakeholders and conducted as per the

schedule.

Laboratory courses, project work, seminars, and internships are all assessed and evaluated regularly. The conduct of laboratory experiments and the reporting of viva records is an important part of the laboratory curriculum evaluation. Internal testing is done at the end of the semester, following the laboratory's criteria.

The principal meets with the academic committee regularly to examine the semester's progress and make appropriate recommendations.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**A. All of the above**  
 Academic council/BoS of Affiliating University  
 Setting of question papers for UG/PG programs  
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

03



File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

999

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

999

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

All the faculties include foundation courses such as Women's

studies, Women in Changing India which create awareness and provide insights into gender equality, gender sensitization, Rights and Laws for protection of Women's Rights. Foundation courses such as History as Heritage, Personality Development, Environmental Studies, Current concerns including social issues & problems, disparities that exist in society, Fundamental Rights, Human Rights, Legal systems and disparities that exist in society and ways to create a just society. Environmental studies orient the students to understand their responsibilities. This is accomplished by giving pupils a comprehensive understanding of our ecosystem, natural resources, biodiversity, biotic resources, pollution caused by many factors, and how to manage it. Human Values, Moral Values, Business ethics, and Sustainability form an integral part of all papers taught in the college. Activities such as Internships, Field Visits, Guest Lectures, and Seminars as a part of the syllabus reinforce Professional Ethics and values and help create responsible professionals. Additionally, the college hosts a variety of programs such as Voter's Day Programmes, Blood Donation Programmes, Swachh Bharath Programmes, Health Awareness Programmes, Tree Plantation Programmes to experientially learn the cross-cutting issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

23

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

416

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

#### 1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.spndoshicollege.com/pdf/Summary_of_Feedback.pdf">https://www.spndoshicollege.com/pdf/Summary_of_Feedback.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1140

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

434

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

#### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The admissions procedure at our college is a fair one. Regular classes begin when the admission process is completed, according to

the college schedule. The institution always equips girl students for college enrollment by offering them higher education so that they can be empowered to face future competition. After admission, the college goes through a process to identify the students who seem to be slow and advanced learners. Advanced and slow learners are identified based on their classroom performance as well as their performance in unit assessments and internal exams. Slow Learners The special measures are taken to help the relatively slow learners are as follows.

- Organize extra classes
- Remedial and Tutorial classes specially in English and Mathematics through mentoring and peer learning are conducted to prepare them for the examinations
- Support is arranged from classmates and senior students
- Providing Tutorial Assignments
- Encourage them to participate in a variety of activities to improve their social skills.
- Additional reading material is offered to help students have a better knowledge of the subject, and attempts are also being made to upload video lectures on the web for students to grasp difficult concepts.

Advanced Learners For advanced learners, the institute provides a variety of possibilities to develop their skills and suit their educational needs:

- A chosen group of bright undergraduate students are encouraged to participate in research projects like economic convention and research competitions.
- Learners are provided with financial assistance to attend national and international conferences.
- A program called Super30 is being conducted to boost their confidence and learning skills.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2360	60

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning becomes more experiential and participatory when student centric activities such as group discussions, field visits, debates, quizzes, assignments, seminars, project writing, exhibitions, wallpaper publishing, writing articles, poetry readings, and PowerPoint presentations are organized. Co-curricular activities, extra-curricular activities, sports, and cultural programs are all organized by the college to assist students in their personal development. The institute focuses on student-centered strategies mentioned below to try to make the learning process more engaging.

**Experiential Learning:**

- Certification Courses /Value Added Courses/Add-on Courses
- Industrial Visits to engage them in experiential learning while visiting the organization.

**Participatory Learning:**

- Presentation and publication of papers in conferences and journals
- Every year, curricular and co-curricular competitions are arranged to express their creativity.
- Every year, students organize Commerce, Computer, and Management Fest in which students from many departments participate and learn from one another.
- MOOC Programs (NPTEL)

**Problem-solving methods:**

- Regular Assignments based on problems
- Regular Quizzes
- Case studies Discussion
- Class presentations
- Debates
- Participation in Inter-college events

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Classrooms and laboratories at the institution are ICT-enabled. LCD televisions, laptops, computers, projectors, printers, scanners and required software programs installed with high-speed WiFi connections are available across the campus. To improve the quality of teaching-learning, the faculty employs several ICT-enabled instruments.

1. Google Classroom is used to organize and disseminate course-related content, such as learning materials, quizzes, lab submissions, and assessments.
2. To boost the effectiveness of the teaching-learning process, the PPT includes animations and simulations.
3. The Media Lab facility is used to create video lectures and upload them to suitable platforms for students to use as additional learning resources.
4. Teachers have used various online tools such as Whiteboard in Microsoft Teams, Jamboard in Google Meet, and others to teach Accountancy and Mathematical

courses in an online mode. Few ICT-enabled tools were incorporated in the online teaching-learning process amid Covid19 pandemic.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

12

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In terms of frequency and variety, the college maintains an open and thorough review process. The system of internal evaluation is explained to students in the beginning of the academic year to maintain transparency in internal assessment. The Principal convenes faculty meetings and stress that the evaluation process is carried out effectively. According to the academic calendar, the college holds a formal internal unit exam across faculties, and a teacher must take a unit test, which could be a written examination, a PowerPoint presentation, a topic quiz, or anything else. Continuous assessment is done through Group Discussion, Unit Tests, Assignment Submission, Field Visit/Field Work, and Seminar Presentation. Weightage for unit tests Varies according to the respective faculty. Personal guidance is given to the poor Students' performance after evaluation. For a transparent and robust internal assessment, the following mechanisms are operated: • Examination Committee. • Question paper setting. • Conduct of examination • Result display •



**Interaction with the students regarding their internal assessment.**

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

When conducting internal and semester-end examinations, the college rigorously adheres to the standards and procedures established by the affiliating university. An Examination Committee is formed at the institute level to manage concerns relating to the assessment process, with a senior teacher as the head and other teaching and non-teaching personnel as members. The teachers give the evaluated answer sheets to the students and respond to any queries or problems they may have. Internal marks are placed on the notice boards. If the students identify any discrepancy in the written examination, such as a mistake, mark allotment, or correction, the appropriate teacher will settle the difference and make the required corrections. If a student is dissatisfied with the marks given after the instructor has fixed the problem, he or she may appeal to the concerned HOD. All such representations are warmly received and, if required, re-evaluated by a different teacher. There is a provision for time bound revaluation at the college level as per university guidelines. Students are mentored by faculty mentors, and remedial classes are conducted for students who fail the exam. Re-examination for internal assessment is conducted for those students who are absent in internal examination due to genuine reasons. The internal assessment marks are entered in the web portal of the university within a time limit. In the abnormal circumstances, especially in pandemic Covid19, the grievances were received & solved through various online social media such as WhatsApp, Facebook Messenger, SMS, etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

**2.6 - Student Performance and Learning Outcomes**

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Workshops have been conducted to develop the program, program-specific, and course outcomes at the college level. In staff meeting and IQAC meeting, the significance of the learning outcomes were discussed and communicated to the teachers. Teachers and students are also made aware of this through the college website. The outcomes of the program, program-specific and courses have all been reported explicitly by the college on its website. Hard copies of the syllabus and learning outcomes are available across departments for immediate reference for teachers and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Faculty strive to achieve program outcomes as well as program-specific outcomes. Following evaluation techniques and procedures are used to measure the achievement of each program outcome and program-specific outcomes: Program outcomes and program-specific outcomes are assessed through direct and indirect methods with the help of curriculum outcomes of relevant courses. Direct techniques are applied for examining or observing student knowledge or abilities about measurable course outcomes. The results of internal-external examinations, presentations, and assignments, as well as overall development activities, are utilized to determine knowledge and abilities. The CO is computed based on the results of academic exams. At the college level, the achievement level is determined and communicated to the IQAC through the examination committee.

The weight benchmark are set as follows to compute each CO's attainment level: 1 Number of students securing below 35% 2 Number of students securing equal to 45% and below to 60% 3 Number of students securing equal to 60% and below to 70% 4 Number of students securing equal to 70% and below to 90% 5 Number of students securing equal to 90% and below to 100% CO is mapped to PO and PSO based on the average accomplishment of each course's CO.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

729

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://www.spndoshicollege.com/pdf/student\\_Survey\\_22.pdf](https://www.spndoshicollege.com/pdf/student_Survey_22.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

49

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

06

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our vision statement emphasizes that students will be empowered to be responsible citizens who would contribute to build a health society. Every year, events are held in which students and staff volunteer to take part in community-based activities with the local community for their holistic development and continuous community development. The events organized are awareness programs, workshops, and rallies on topics such as cleanliness, the environment, tree planting, gender sensitization, suicide prevention, and sexual harassment prevention. Continuous voluntary activities by students to maintain cleanliness in and around the Campus to create awareness about the role of a clean environment in human health and contribute to the National Swachh Bharat Abhiyan. During the pandemic, various webinars were conducted to raise awareness among the community. As an initiative towards Institutional Social responsibility (ISR), students are encouraged to take up extension work like working with

senior citizens, awareness about ban plastic, etc. Students through all these activities have a better understanding of society's challenges and difficulties and to try to find solutions and establish relationships and collaborations with organisations and non-governmental organisations (NGOs) to continue humanitarian work in the future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

09

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

354

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

26

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

04

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute ensures that adequate infrastructure facilities are made available for Teaching- Learning and also that the available infrastructure is used optimally for teaching-learning. The total built-up area of both wings of the college building is 5077.2 sq. m. It has twenty-seven state-of-the-art classrooms and sixteen well-equipped Laboratories. The institute has two seminar rooms, one conference hall, one Auditorium, Research Cell, Store Rooms, Examination Room, and Library. The library has a rich collection of reference books and reference sources. Further, Library subscribes to e-resources and has an internet center for students, which facilitates them to browse educational resources free of cost. The college works from 7.20 a.m. to 4 p.m. in shifts to accommodate the offered courses. A master timetable is prepared to keep in mind the requirements of all the sections so that available infrastructural facilities are utilized optimally. Our Certificate, Diploma, and Add-On Courses are conducted after degree college hours. Proper planning is done to ensure the maximum utilization of available infrastructure resources. Hence Auditorium/ Conference Halls/Seminar rooms and Audio Visual Aids are booked in advance by the faculty members. The college premises are used for Board, Competitive and Professional Examinations, and for holding cultural programmes. The college also has sufficient computers and wi-fi enabled rooms.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution believes in the all-around development of students. The college provides essential amenities to promote the participation of students in extra-curricular and co-curricular activities like sports, literary and cultural activities. The college has a sports room and a gymnasium facility with all the required instruments. The open area is used for Kho-Kho, kabaddi, taekwondo, cricket, Yoga basketball, and volleyball practice. The Management run school which is a few blocks away has a terrace turf on its premises; the turf facility is made available to college students on demand for athletic practices. Qualified coaches are appointed for specific types of sports to train students. The institution encourages students to participate in various intra and intercollegiate cultural programmes. The multipurpose room and the open area are utilized for practice. The well-equipped auditorium is also used for practice and dress rehearsals. The necessary sound equipment and some basic musical instruments are available in the institution. There is a pre-booking system for the multipurpose room and auditorium to ensure optimum and smooth utilization. The college arranges required infrastructure facilities and equipment as per the need of a particular event.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

18

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

716000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library is fully automated with a barcode system. The library software SpndLMS is designed by a local software developer best suited to the functioning of our library. SpndLMS is upgraded with new features as per the need of time. Different modules in the library software are ? Data entry module ? Serial Control module ? Circulation module ? Book Bank module ? Stock take module ? Withdrawal module ? Search module (OPAC) ? Statistics module ? Reports module

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

98143

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

247

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

One of the institute's quality policy is to keep the college infrastructure technologically updated. The IT infrastructure is upgraded on a regular basis. The college has four computer laboratories with the latest hardware configuration and licensed software. An Internet Centre in the library with ten terminals is available for students to browse educational resources free of cost. All administrative offices and libraries are computerized with standard software. Principals, Vice Principal's cabins, and staff room have an adequate number of computer terminals with internet facility, printers, and all are connected through LAN. The college has 32 CCTV Surveillance cameras and UPS facilities for backups. Both the wings of the college building are enabled with 100MBPS Bandwidth wi-fi to provide an IT-enabled teaching-learning environment. Out of a total of twenty-seven classrooms, four are smart classrooms, and the remaining has access to laptops and projectors, either fixed or portable. Four computer laboratories have 137 terminals with I3/4GB RAM/ 64 BIT/1 TB, I5/ 16 GB RAM/ 1 TB, and PENTIUM DUAL CORE/4GB RAM/64 BIT/1 TB configurations connected with LAN and 50MBPS bandwidth wi-fi. Laboratories have Display Sharing systems, printers, and scanners. The latest version of software needed for the Computer Application course is made available. Multimedia room and recording studio with the latest technology are available for Mass Media courses. In the year 2020-2021, all lectures and practicals were conducted online, using Microsoft Team LMS System and Zoom platform.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

155

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Systems and procedures for maintaining and utilizing physical, academic, and support facilities are prepared and updated by respective departments. IQAC reviews the same and gives suggestions from time to time. IQAC ensures that adequate financial resources are allocated in the annual budget and utilized for the maintenance and upkeep of infrastructure facilities. Utilization: The college works from 7.20 a.m. to 4 p.m. in shifts to accommodate the offered

courses. A master timetable is prepared to keep in mind the requirements of all the sections so that available infrastructural facilities are utilized optimally. Our Certificate, Diploma, and Add-On Courses are conducted after degree college hours. Proper planning is done to ensure the maximum utility of available infrastructure resources. Hence Auditorium/ Conference Halls/Seminar rooms and Audio Visual Aids are booked in advance by the faculty members. The college premises are used for Board, Competitive and Professional Examinations, and for holding cultural programmes. The premises are also given for National, State, and Municipal Elections. Maintenance A campus manager has been appointed for regular checking and maintenance work. All section heads bring the repair work/problem to the notice of the maintenance department verbally or through a diary system. The services of carpenter, plumber and electrician are available for repair work as and when required. A class wise schedule of duties of support staff for cleanliness is in place. Respective in-charge persons supervise the cleanliness work. In budget adequate provision for maintenance of physical, academic, and support facilities is made. Major electrical works are given to a qualified contractor only. Air Conditioners, Lifts, Fire Extinguishers, Fridge, Microwave, and such other instruments are covered under annual maintenance contract. Pest control is done at regular intervals. To look after the maintenance of ICT facilities a professional IT person is appointed by the college. The library software is periodically updated by the software engineer. Computer laboratory software is updated as per the requirement of the syllabus with the help of an IT person under the supervision of teachers. UPS backup facility is provided wherever essential.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

122

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

747

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1541

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1541

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year



80

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

40

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

12

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The institution believes in giving equal opportunity to students by allowing them to share their expertise and skills by way of assisting the college professors in administering the college activities. With the said purpose, the college provides them opportunities to participate in various academic and administrative bodies. The institution facilitates the student members in organizing and coordinating various activities throughout the year. Through such activities, not only the confidence of the students is boosted but also, they get a chance to enhance their leadership skills. It helps in the all-around development of the students. Students extend strong support in the administration and management of various activities like culture, sports, cleanliness, etc. Students manage the overall organization and functioning of extracurricular activities and various competitions throughout the year. Such active involvement of students enhances their communication skills, management skills, leadership skills, time management skills, resource management skills, etc. The students' representations are in the following committees:

- Sports Committee
- Cultural Committee
- Internal Quality Assurance Cell
- Anti-Ragging Cell
- Prevention of Sexual Harassment Cell
- Grievance Redressal Cell
- Library Committee
- Student's Council
- Women's Development Cell

- College Development Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

07

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

'SAANIDHYA-SPND ALUMNI ASSOCIATION' is registered under the Institution Registration Act 1860 (Act 21 of 1860) on May 04, 2019, bearing registration number: 994/2019. The association is registered with the office of the Assistant Registrar of Societies, Greater Mumbai Region, Mumbai. The objectives of the Alumni Association are as under: ? Motivate alumni to become members of 'Saanidhya' ? Create a feeling of oneness among the alumni ? Provide platform to alumni for expressing their suggestions/feedback/ guidance ? Make the members responsible for mutual well-being ? Find out ways in which our institution can help the alumni in furthering their goals ? Explore ways in which Alumni Association members can help the institution ? Recognize achievers among alumni and reward them The Alumni Association arranges Annual Get-together every year on May

01st; wherein our student put their best foot forward and present a feast of cultural events to entertain the alumni. The Alumni are encouraged by the management by giving awards and prizes to those who have made a mark in their profession/hobbies. Alumni are also invited as guest speakers at various academic forums. They share their expertise with the present students by becoming a part of college-level extra-curricular and co-curricular activities. They also support the institution financially and academically.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**VISION** - To be recognized as a center of excellence for women's education that empowers them to become self-reliant and responsible citizens who would contribute to build a healthy society **MISSION** - To provide quality multidisciplinary skill-based higher education and to strengthen scientific outlook among students. To subscribe student-centric approach enabling them for global competencies. To cater to the diverse needs of students through the inclusive approach and drive holistic development by creating a conducive ecosystem. Our governing body is extremely reflective, with a central objective on the institute's vision and missions. The institution aspires to strengthen the culture of excellence by developing strong concepts, structures, systems, and procedures. The administration and academic practices are governed by the Principal with the assistance of the Vice-Principal, Heads of the Department, and IQAC, ensuring the proper functioning of the policies, guidelines, and action plans of the college. The formulation of perspective and action plans and policy objectives attempt to

address the change to deliver high-quality education and administration by promoting a healthy competitive environment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization is practiced through the horizontal system of management with shared control and delegation of power and responsibility is practiced. A decision by consensus, transparency, readiness to accept suggestions, and lateral thinking are the core virtues of our decision-making system. The Principal and heads of UG and PG programmes take the responsibility of completing the specific task. Various curricular and co-curricular activities are conducted at department and committee levels. Participative Management is reflected at a strategic level, functional level, and operational level. At the strategic level, various statutory and non-statutory committees are involved in defining policies procedures, framing guidelines and rules regulations about admission, examination, discipline, grievance, support services, finance. At a functional level, it is shared with all the faculty members; however, the necessary information is shared with the students as well. The institution maintains an open-door policy that builds strong relationships with the stakeholders. At the operational level, the Principal interacts with management, government, and external agencies faculty members and maintains interactions with the concerned departments of affiliating universities. Students and office staff join hands with the Principal and faculty for the execution of different programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping in view of our Perspective Plan, long-term and short-term goals were formulated. The goal I from the Perspective Plan was to enhance learning through increased use of ICT and new technology. To achieve the above goal following strategies were planned 1. Offer blended learning opportunities by providing some modules of existing subjects online and beginning new online add-on courses 2. Train teachers in preparing lesson plans for teaching through e mode and transact them 3. Develop effective e-learning approaches for the students 4. Develop e-content bank - Every teacher can prepare e-content for some topics 5. Create a collection of Ebooks in the library Goal Achieved In the context of the pandemics in the last academic year, 2020-21 online learning became the need of an hour. So, every faculty prepared subject-wise e-modules to complete the syllabus for the teaching-learning process. Online Add-on courses were also conducted to supplement the curricular needs. We subscribed to software like Microsoft teams and Zoom which helps the faculty in conducting lectures on day to day basis as well as organizing co-curricular activities. We also had subscribed to e-resources such as NList and provides access to all faculties and students to various e-resources subscribed by SNTD Women's University.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is managed by the SPRJK Trust which is constituted by 9 members. Major financial and infrastructure-related decisions for the functioning of the institution are taken by the Trust in consultation with the Director and Principal in weekly meetings. The Principal oversees the academic and administrative functions, which are shared with the required levels such as IQAC, Vice Principal / Coordinator, Registrar, and Librarian The registrar looks into day-to-day financial matters, infrastructural development, and maintenance, security and also acts as a link between the college and the Department of Education for handling various finance-related matters. With the help of the Office Superintendent, he ensures smooth administrative functioning of the college. The administrative

staff is responsible for admissions, conduction of the examinations, and declaration of the results. The Librarian is in charge of supervising and coordinating library work, Library Management systems, managing budgets and projects, and handling human /physical resources related to the library. The Assistant librarian assists the librarian in handling human /physical resources. The Vice Principal/Coordinator is involved in the policy decisions in coordination with the Director and the Principal and primarily facilitates the academic and administrative roles and responsibilities carried out by the teaching and the support staff. The Head of the Department is responsible for planning and implementing various student-focused activities and ensuring appropriate documentation as well as enhancing the academic performance of the students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.spndoshicollege.com/pdf/organogram.pdf">https://www.spndoshicollege.com/pdf/organogram.pdf</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Welfare measures are as follows: Teaching Staff: • Research fund (Annual Fund of Rs.3,00,000 to 4,00,000 is available for teachers) • Research Leave • Provident Fund for the Unaided staff • Maternity leave for 6 months to the Unaided staff Non-Teaching Staff: • Interest-free educational loans and fee concessions are provided to class IV employees' children and fee concessions for their children studying in our college. Every year four to five staff members take advantage of this 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 Frequently Asked Questions (FAQ) on AQAR Page 39 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. • Life skills workshop was organised • Uniform is provided once in 3 years Students: 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/ Financial Assistance Scheme/Interest-free loan • Free Internet Surfing Facility • Mini Meal • Employability skills training by corporate • Medical Aid • Research fund (Annual Fund of Rs.3,00,000 to 4,00,000 is available for students)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01



File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

04

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

20

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has its annual performance appraisal system for teaching and non-teaching staff in its place. The information includes: Teaching staff: Part 1- General information, Academic background Part 2 - Courses taught Part 3(A)- Academic activities (Teaching-learning evaluation) additional qualification attained, profession development related activities, Curricular and Co-curricular activities Part 3(B)- Extra-curricular activities, contribution to committee work The above-mentioned self-assessment form is reviewed by the HoD, Vice Principal, and Principal Non-Teaching staff: As per the guidelines of the Govt. of Maharashtra, the annual performance appraisal system includes Part B(1)- General information, academic background Part B(3)- Specific goals achieved, if any; Any specific contribution Part B(4)-Estimate of general ability and character reviewed by the Reporting office The above mentioned self-assessment form is reviewed by the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Half yearly Internal Audits are being conducted by an Internal Auditor appointed at Annual General Meeting. The Audit report along

with Balance Sheet is being handed over to the Principal and Management. Queries are resolved on a timely basis. Suggestions given by the auditor are implemented. The same audit report along with the Balance Sheet is sent to Education Department. External Audits are being conducted by Education Department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funds are being mobilized for achieving the goals and target of the institution ensuring accountability and transparency. The trustee and principal coordinate and monitor the optimal utilization of the funds.

? The Institution is a centrally managed non-profit organization with trustees as members which ensures the income generated is spent optimally in the institution itself.

? Funds are provided to meet the infrastructure requirement of the institution while starting new programs/courses and for annual maintenance contracts.

? The management provides financial support to

seminars/workshops/expert talks/Association activities/Faculty Development programmes.

? The extracurricular activities of the students are a major concern and adequate funds are provided for Sports and Cultural activities and various add-on courses.

? Scholarships and free ships are given to the deserving students

? Employees Provident fund (EPF) and Mediclaim benefits are provided to the Management appointed staffs

? Financial Resources of the institution are Tuition fee, Government funds-UGC/Grant-in-Aid, College Development Fund, Alumni Fund

? Tuition fees and grants are used for the salaries, infrastructure and academic activities

? Government funds are optimally used for which they are sanctioned

? Transparency and accountability is ensured by conducting an annual audit of the statements

? Financial support provided by the government agencies are audited by the respective Government Departments

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In the context of pandemic in the last academic year 2020-21 health and hygiene/online teaching-learning were a priority in the institution. Hence following practices were introduced Practice 1- Campus audit(COVID-SAFETY REPORT/CERTIFICATE) The purpose of the audit was to create confidence in the stakeholders to come to the institution for attending duties whenever required during the Covid period. The above audit was conducted to assess the overall preparedness level of the institute. The report stated that the institution was sufficiently prepared with adequate facilities to

provide safe environment in the Covid situation. Practice 2 - Updating of classrooms to smart classrooms The faculties were made familiar with NEP 2020 by organizing webinar series with different perspectives. The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. Conducive environment was created by updating 4 classrooms into smart classrooms with adequate ICT enabled Infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC, as the college's primary body, supervises and assesses the teaching-learning process regularly. Various new initiatives and reforms were launched as a result of the input. The following are the improvements made as a result of implemented feedback: Academic Calendar: The Institute schedules the academic calendar well in advance at the start of the year based on the University Academic Calendar, allowing ample time for not only the regular teaching-learning process but also for various curricular and extra-curricular activities. Preparation of each semester's lesson plan: Faculty members prepare lesson plans for all the subjects they will be teaching that semester. Adding guest lectures, industrial visits, and internships to the curriculum Daily Diary Record /White book: Faculty prepare lecture details every day and submit them with the topics covered on MIS or in the White Book. Evaluation of teachers by students: The college has a mechanism in place for students to assess faculty. The feedback mechanism is also monitored by the Principal and management, who take appropriate corrective action when needed. Students' result analysis: The Institute has a well-functioning internal examination and evaluation mechanism. If a student's performance in a subject is not found to be satisfactory, the necessary steps are taken to identify the cause, and the concerned faculty members are encouraged to perform toward improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Women empowerment is the essence of our institution & the managing trust which is reflected in the vision and mission statements of our college. It is the backdrop against which all our curricular, co-curricular, and extra-curricular activities are planned and executed. The wide variety of academic programs offered by us ensures that the students studying at the institute are exposed to a wide variety of contemporary career options. The curriculum of various undergraduate and postgraduate programs offered at the institute includes courses like Women's Studies and Current Concerns. We also invite eminent women speakers as well as organize activities related to gender equality, entrepreneurial skills,

personality development, and life skills. Focused workshops on self-defense, health, nutrition, wellness, are also arranged. ? Specific facilities provided for women in terms of: a. Safety and security: 24/7 CCTV coverage is available in the entire college campus and lady peons are stationed on every floor in both the wings ensuring vigilance & security for the students and staff. The security staff present at the college gate ensure entry of authorized individuals only after verifying their identities. b. Counseling: The institute has a full-time female counselor in our counseling cell Sanchetana, which is managed by the Department of Psychology. Students are exposed to this feature in the orientation program at the beginning of the academic year. During the annual 'Mental Health Week,' interactive sessions and lectures by various experts and practitioners in the field are organized. c. Common Rooms: Recreational space is available for students on the ground floor of the college building and the area adjacent to the college canteen. d. Medical Facilities: Available e. The College has constituted a Women's Development Cell which caters to the various needs of our students and staff members.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system**

## Hazardous chemicals and radioactive waste management

The SPND College NSS unit has played a significant role in this by arranging various awareness programmes on the need for waste management through webinars and other activities. The following initiatives have been implemented to address solid waste and e-waste waste management. Solid Waste Management • The institute strictly ensures waste segregation by installing dry and wet dustbins in the college. Local BMC workers collect both of these wastes regularly. • Newspapers and other waste generated is collected through the maintenance team and disposed of regularly by local vendors. E-Waste Management Electronic devices are utilised to their full potential; simple repairs are performed by technical assistants, while significant repairs are done by hardware engineers, and they are reused. The assets/computers are disposed of once their estimated useful life has expired, with the relevant entries made in the Dead Stock Register by the Administrative Office.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** B. Any 3 of the above



1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

#### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

At Smt. P. N. Doshi College, we believe in offering students a holistic, all-around education. Though we are a linguistic minority managed institution, we do not differentiate between students from various linguistic, social and religious groups which is visible in the demography. This automatically instils in the students tolerance for different groups. The institute is conducting many activities, such as national festivals honouring renowned personalities, NSS, NCC, and other similar events, to promote an inclusive atmosphere by bringing students and faculty from varied backgrounds together on one platform. These activities contribute to the development of tolerance for differences in culture, area, and languages, as well as communal social economics and other factors. Sensitization of students and employees of the Institution to the constitutional obligations is done through the curriculum as well as through extra-curricular activities. Many of the subjects offered (e.g. Business Law, Current concern, etc) have topics that sensitize the students about the constitutional obligations. Also, all students take a course on Environment studies in their first year which gives them insight into environment acts, wildlife protection act, forest act, global environmental concerns, etc. The following activities were conducted: ? Organized National Level Online Patriotic Song Singing Competition for students on the occasion of 74th Independence Day on August 15, 2020. ? Webinar on the occasion of the Birth anniversary of Iron man Sardar Patel on 'Role of Sardar Patel' in freedom to celebrate 'Rashtriya Ekta Divas' where Dr. Nandita Moitra from Guru Nanak College was invited as a resource person on October 30, 2020. ? The webinar was organized to orient students about the 'Importance of Constitution in a Common Man's Life' by Adv. Ms. Manjiri Kulkarni on November 26, 2020.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution promotes an inclusive atmosphere that values tolerance and harmony in the presence of cultural, regional, linguistic, communal, socioeconomic, and other diversity. Different activities are organized in the college to promote harmony towards each other. Regional Inclusion - Institute provides admission to students from different regions not only from Maharashtra but outside of Maharashtra also. The college has set an example of socio-economic inclusion during this pandemic time by providing loans, scholarships, distribution of foodgrains, laptops, mobiles to needy students in collaboration with the rotary club. Time-to-time various programmes conducted by different language departments to promote rich and diverse linguistic cultures. Highlights of some programme are as follow: 1. Food Kits distribution drive for 100 needy students across all faculties with the sponsorship of Rotary Club of Mumbai Ghatkopar was organized by College Rotaract Club was organized on May 20, 2021. 2. Following programmes were organised under 'Marathi Language Conservation Fortnight': ? 'Relevance and use of Modee' by Dr. Ravindra Kamble on January 28, 2021 ? Poetry recitation competition for students on the topic 'The days of Corona' on January 21, 2021 ? 'An appreciation of Tukaram's Abhangas rendered by Bharat Ratna Lata Mangeshkar and Bhimsen Joshi' on January 18, 2021 ? Screening of the film, 'Anandi Gopal' on January 19, 2021 ? Collaborative event with the Marathi department, M.D. Shah Women's College on the theme, 'Use of Marathi Language in the Legislative Process', elucidated by Adv. Sneha Dixit.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code D. Any 1 of the above

of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institute celebrates/organizes national and international memorial days, events, and festivals. The birth anniversary of eminent persons is celebrated to share their exemplary life and their splendid contribution to the nation-building, development, and progress of mankind in general. Birth anniversaries, death anniversaries, Republic Day, Independence Day, and other commemorative days to inculcate the spirit of national unity and integrity in its stakeholders. The message of inspiration and motivation to do good for society, the importance of cultural values, and modernity are all conveyed through this platform. Regular workshops, webinars, conferences, expert talks, interactive sessions on the subject, and quizzes bring the institution's staff and students together to celebrate these events and spread the message of solidarity, peace, love, and happiness. List of the days celebrated regularly

1. Teachers Day (5th September)
2. International Women's Day (8th March)
3. International Yoga Day (21st June)
4. Independence Day (15th August)
5. Republic Day (26th January)
6. World Environment Day (5th June)
7. NSS Day (24th September)
8. Constitution Day (26th November)
9. Mahatma Gandhi Jayanti (2nd October)

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. 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.

### 1. 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.

### 1. 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:

1. 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

1. 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.

##### 1. 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:

1. Offering the Value-Added Course on Research Methodology by the Faculty of Home Science which will be extended to include students across faculties
2. Research paper presentation competitions conducted across faculties; TRISHOOL, URJITA, INTERNATIONAL ECONOMIC CONVENTION, JIGYASA, etc
3. Encouraging students to participate in similar competitions organized by other colleges

#### 4. Encouraging student Research Paper Publications

##### 1. 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.

##### 2. 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.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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:

#### 1. 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.

#### 1. SCHOLARSHIP PROGRAMMES

The SPRJ Kanyashala Trust's 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.

#### 1. 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.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

A detailed plan is in place to ensure that the curriculum is implemented efficiently. Individual, departmental, and institutional plans are developed with the requirements of students in mind, and they act as a guideline for teachers. Here's a list of some of them:

1. Institutional Academic Calendar: Academic terms, holidays, and examination schedules provided by the university at the commencement of the year are used to create the institutional Academic Calendar. The college diary and website are used to disseminate this information to the stakeholders.

2. Departments and Heads Meetings Regular departmental meetings are held to plan and implement educational activities. Heads of Departments and Vice-Principals assess and monitor academic planning and course delivery regularly. Additional lectures are scheduled to complete the course if the deadline is not met due to personal or professional reasons. For example, if a teacher participates in a refresher/orientation/FDP program, the teaching plan is changed to reflect this. Meetings are called for several reasons, including workload distribution, students' academic performance, co- and extra-curricular activities that complement the curriculum, curriculum implementation, and students' feedback. The respective committees prepare action taken reports, which are then reviewed in college meetings for timely action and college development.

In the academic year 2020-2021, due to pandemic Covid19 mentioned above plans were changed to meet the requirements of crucial time. Online zoom meetings were taken.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of each semester, the competent authority creates an academic calendar based on the University's calendar, which includes numerous curricular, extracurricular, and co-curricular activities.

The calendar is placed on the college website and displayed on the notice board to communicate to all students. It is updated and revised to incorporate any University suggested modifications.

Internal evaluations are carried out in line with the University guidelines.

Students' Continuous Internal Assessment (CIE) includes Internal Assessment Tests (IA), assignments, quizzes, and seminars. According to the calendar of events, there is a well-defined protocol for conducting CIE. The IA question paper is created by the course instructors using the revised Bloom's taxonomy and an evaluation scheme that is reviewed and approved by the head of the department.

The internal assessment exam timetable prepared by the examination committee is published to the stakeholders and conducted as per the schedule.

Laboratory courses, project work, seminars, and internships are all assessed and evaluated regularly. The conduct of laboratory experiments and the reporting of viva records is an important part of the laboratory curriculum evaluation. Internal testing is done at the end of the semester, following the laboratory's criteria.

The principal meets with the academic committee regularly to examine the semester's progress and make appropriate recommendations.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

<p><b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b></p>	<p><b>A. All of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="92 640 547 714">File Description</th> <th data-bbox="547 640 1445 714">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 714 547 898">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="547 714 1445 898" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="92 898 547 965">Any additional information</td> <td data-bbox="547 898 1445 965" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>	Any additional information	<a href="#">View File</a>			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>								
Any additional information	<a href="#">View File</a>								
<p><b>1.2 - Academic Flexibility</b></p>									
<p><b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p>									
<p><b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b></p>									
<p><b>03</b></p>									
<table border="1"> <thead> <tr> <th data-bbox="92 1294 547 1368">File Description</th> <th data-bbox="547 1294 1445 1368">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1368 547 1435">Any additional information</td> <td data-bbox="547 1368 1445 1435" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="92 1435 547 1541">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="547 1435 1445 1541" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 1541 547 1641">Institutional data in prescribed format (Data Template)</td> <td data-bbox="547 1541 1445 1641" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>	Institutional data in prescribed format (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>								
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>								
<p><b>1.2.2 - Number of Add on /Certificate programs offered during the year</b></p>									
<p><b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b></p>									
<p><b>14</b></p>									

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

999

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

999

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

All the faculties include foundation courses such as Women's studies, Women in Changing India which create awareness and provide insights into gender equality, gender sensitization, Rights and Laws for protection of Women's Rights. Foundation courses such as History as Heritage, Personality Development, Environmental Studies, Current concerns including social issues & problems, disparities that exist in society, Fundamental Rights, Human Rights, Legal systems and disparities that exist in society and ways to create a just society. Environmental studies orient the students to understand their responsibilities. This is accomplished by giving pupils a comprehensive understanding of our ecosystem, natural resources, biodiversity, biotic resources, pollution caused by many factors, and how to manage it. Human Values, Moral Values, Business ethics, and Sustainability form an integral part of all papers taught in the college. Activities such as Internships, Field Visits, Guest Lectures, and Seminars

as a part of the syllabus reinforce Professional Ethics and values and help create responsible professionals. Additionally, the college hosts a variety of programs such as Voter's Day Programmes, Blood Donation Programmes, Swachh Bharath Programmes, Health Awareness Programmes, Tree Plantation Programmes to experientially learn the cross-cutting issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

23

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

416



File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.spndoshicollege.com/pdf/Summary_of_Feedback.pdf">https://www.spndoshicollege.com/pdf/Summary_of_Feedback.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

1140

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

#### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

434

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

### 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The admissions procedure at our college is a fair one. Regular classes begin when the admission process is completed, according to the college schedule. The institution always equips girl students for college enrollment by offering them higher education so that they can be empowered to face future competition. After admission, the college goes through a process to identify the students who seem to be slow and advanced learners. Advanced and slow learners are identified based on their classroom performance as well as their performance in unit assessments and internal exams. Slow Learners The special measures are taken to help the relatively slow learners are as follows.

- Organize extra classes
- Remedial and Tutorial classes specially in English and Mathematics through mentoring and peer learning are conducted to prepare them for the examinations
- Support is arranged from classmates and senior students
- Providing Tutorial Assignments
- Encourage them to participate in a variety of activities to improve their social skills.
- Additional reading material is offered to help students have a better knowledge of the subject, and attempts are also being made to upload video lectures on the web for students to grasp difficult concepts.

Advanced Learners For advanced learners, the institute provides a variety of possibilities to develop their skills and suit their educational

needs: • A chosen group of bright undergraduate students are encouraged to participate in research projects like economic convention and research competitions. • Learners are provided with financial assistance to attend national and international conferences. • A program called Super30 is being conducted to boost their confidence and learning skills.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2360	60

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning becomes more experiential and participatory when student centric activities such as group discussions, field visits, debates, quizzes, assignments, seminars, project writing, exhibitions, wallpaper publishing, writing articles, poetry readings, and PowerPoint presentations are organized. Co-curricular activities, extra-curricular activities, sports, and cultural programs are all organized by the college to assist students in their personal development. The institute focuses on student-centered strategies mentioned below to try to make the learning process more engaging. Experiential Learning: • Certification Courses /Value Added Courses/Add-on Courses • Industrial Visits to engage them in experiential learning while visiting the organization. Participatory Learning: • Presentation and publication of papers in conferences and journals • Every year, curricular and co-curricular competitions are arranged to express their creativity. • Every year, students organize Commerce, Computer, and Management Fest in which students from many departments participate and learn from one another. • MOOC

**Programs (NPTEL) Problem-solving methods:** • Regular Assignments based on problems • Regular Quizzes • Case studies Discussion • Class presentations • Debates • Participation in Inter-college events

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

**2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words**

Classrooms and laboratories at the institution are ICT-enabled. LCD televisions, laptops, computers, projectors, printers, scanners and required software programs installed with high-speed WiFi connections are available across the campus. To improve the quality of teaching-learning, the faculty employs several ICT-enabled instruments. 1. Google Classroom is used to organize and disseminate course-related content, such as learning materials, quizzes, lab submissions, and assessments. 2. To boost the effectiveness of the teaching-learning process, the PPT includes animations and simulations. 3. The Media Lab facility is used to create video lectures and upload them to suitable platforms for students to use as additional learning resources. 4. Teachers have used various online tools such as Whiteboard in Microsoft Teams, Jamboard in Google Meet, and others to teach Accountancy and Mathematical courses in an online mode. Few ICT-enabled tools were incorporated in the online teaching-learning process amid Covid19 pandemic.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

60	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

60	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

**2.4.3.1 - Total experience of full-time teachers**

12

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In terms of frequency and variety, the college maintains an open and thorough review process. The system of internal evaluation is explained to students in the beginning of the academic year to maintain transparency in internal assessment. The Principal convenes faculty meetings and stress that the evaluation process is carried out effectively. According to the academic calendar, the college holds a formal internal unit exam across faculties, and a teacher must take a unit test, which could be a written examination, a PowerPoint presentation, a topic quiz, or anything else. Continuous assessment is done through Group Discussion, Unit Tests, Assignment Submission, Field Visit/Field Work, and Seminar Presentation. Weightage for unit tests Varies according to the respective faculty. Personal guidance is given to the poor Students' performance after evaluation. For a transparent and robust internal assessment, the following mechanisms are operated: • Examination Committee. • Question paper setting. • Conduct of examination • Result display • Interaction with the students regarding their internal assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

When conducting internal and semester-end examinations, the college rigorously adheres to the standards and procedures

established by the affiliating university. An Examination Committee is formed at the institute level to manage concerns relating to the assessment process, with a senior teacher as the head and other teaching and non-teaching personnel as members. The teachers give the evaluated answer sheets to the students and respond to any queries or problems they may have. Internal marks are placed on the notice boards. If the students identify any discrepancy in the written examination, such as a mistake, mark allotment, or correction, the appropriate teacher will settle the difference and make the required corrections. If a student is dissatisfied with the marks given after the instructor has fixed the problem, he or she may appeal to the concerned HOD. All such representations are warmly received and, if required, re-evaluated by a different teacher. There is a provision for time bound revaluation at the college level as per university guidelines. Students are mentored by faculty mentors, and remedial classes are conducted for students who fail the exam. Re-examination for internal assessment is conducted for those students who are absent in internal examination due to genuine reasons. The internal assessment marks are entered in the web portal of the university within a time limit. In the abnormal circumstances, especially in pandemic Covid19, the grievances were received & solved through various online social media such as WhatsApp, Facebook Messenger, SMS, etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Workshops have been conducted to develop the program, program-specific, and course outcomes at the college level. In staff meeting and IQAC meeting, the significance of the learning outcomes were discussed and communicated to the teachers. Teachers and students are also made aware of this through the college website. The outcomes of the program, program-specific and courses have all been reported explicitly by the college on its website. Hard copies of the syllabus and learning outcomes are available across departments for immediate reference for teachers and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Faculty strive to achieve program outcomes as well as program-specific outcomes. Following evaluation techniques and procedures are used to measure the achievement of each program outcome and program-specific outcomes: Program outcomes and program-specific outcomes are assessed through direct and indirect methods with the help of curriculum outcomes of relevant courses. Direct techniques are applied for examining or observing student knowledge or abilities about measurable course outcomes. The results of internal-external examinations, presentations, and assignments, as well as overall development activities, are utilized to determine knowledge and abilities. The CO is computed based on the results of academic exams. At the college level, the achievement level is determined and communicated to the IQAC through the examination committee.

The weight benchmark are set as follows to compute each CO's attainment level:

1	Number of students securing below 35%
2	Number of students securing equal to 45% and below to 60%
3	Number of students securing equal to 60% and below to 70%
4	Number of students securing equal to 70% and below to 90%
5	Number of students securing equal to 90% and below to 100%

CO is mapped to PO and PSO based on the average accomplishment of each course's CO.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year



729

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://www.spndoshicollege.com/pdf/student\\_Survey\\_22.pdf](https://www.spndoshicollege.com/pdf/student_Survey_22.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

49

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

06

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our vision statement emphasizes that students will be empowered to be responsible citizens who would contribute to build a health society. Every year, events are held in which students and staff volunteer to take part in community-based activities with the local community for their holistic development and continuous community development. The events organized are awareness programs, workshops, and rallies on topics such as cleanliness, the environment, tree planting, gender sensitization, suicide prevention, and sexual harassment prevention. Continuous voluntary activities by students to maintain cleanliness in and around the Campus to create awareness about the role of a clean environment in human health and contribute to the National Swachh Bharat Abhiyan. During the pandemic, various webinars were conducted to raise awareness among the community. As an initiative towards Institutional Social responsibility (ISR), students are encouraged to take up extension work like working with senior citizens, awareness about ban plastic, etc. Students through all these activities have a better understanding of society's challenges and difficulties and to try to find solutions and establish relationships and collaborations with organisations and non-governmental organisations (NGOs) to continue humanitarian work in the future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

09

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

354

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

26

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

04

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute ensures that adequate infrastructure facilities are made available for Teaching- Learning and also that the available infrastructure is used optimally for teaching-learning. The total built-up area of both wings of the college building is 5077.2 sq. m. It has twenty-seven state-of-the-art classrooms and sixteen well-equipped Laboratories. The institute has two seminar rooms, one conference hall, one Auditorium, Research Cell, Store Rooms, Examination Room, and Library. The library has a rich collection of reference books and reference sources. Further, Library subscribes to e-resources and has an internet center for students, which facilitates them to browse educational resources free of cost. The college works from 7.20 a.m. to 4 p.m. in shifts to accommodate the offered courses. A master timetable is prepared to keep in mind the requirements of all the sections so that available infrastructural facilities are utilized optimally. Our Certificate, Diploma, and Add-On Courses are conducted after degree college hours. Proper planning is done to ensure the maximum utilization of available infrastructure resources. Hence Auditorium/ Conference Halls/Seminar rooms and Audio Visual Aids are booked in advance by the faculty members. The college premises are used for Board, Competitive and Professional Examinations, and for holding cultural programmes. The college also has sufficient computers and wi-fi enabled rooms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution believes in the all-around development of students. The college provides essential amenities to promote the participation of students in extra-curricular and co-curricular activities like sports, literary and cultural activities. The college has a sports room and a gymnasium facility with all the required instruments. The open area is used for Kho-Kho, kabaddi, taekwondo, cricket, Yoga basketball, and volleyball practice. The Management run school which is a few blocks away has a terrace turf on its premises; the turf facility is made available to college students on demand for athletic practices. Qualified coaches are appointed for specific types of sports to train students. The institution encourages students to participate in various intra and intercollegiate cultural programmes. The multipurpose room and the open area are utilized for practice. The well-equipped auditorium is also used for practice and dress rehearsals. The necessary sound equipment and some basic musical instruments are available in the institution. There is a pre-booking system for the multipurpose room and auditorium to ensure optimum and smooth utilization. The college arranges required infrastructure facilities and equipment as per the need of a particular event.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

18

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

716000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library is fully automated with a barcode system. The library software SpndLMS is designed by a local software developer best suited to the functioning of our library. SpndLMS is upgraded with new features as per the need of time. Different modules in the library software are ? Data entry module ? Serial Control module ? Circulation module ? Book Bank module ? Stock take module ? Withdrawal module ? Search module (OPAC) ? Statistics module ? Reports module



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
98143	
File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
247	

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

One of the institute's quality policy is to keep the college infrastructure technologically updated. The IT infrastructure is upgraded on a regular basis. The college has four computer laboratories with the latest hardware configuration and licensed software. An Internet Centre in the library with ten terminals is available for students to browse educational resources free of cost. All administrative offices and libraries are computerized with standard software. Principals, Vice Principal's cabins, and staff room have an adequate number of computer terminals with internet facility, printers, and all are connected through LAN. The college has 32 CCTV Surveillance cameras and UPS facilities for backups. Both the wings of the college building are enabled with 100MBPS Bandwidth wi-fi to provide an IT-enabled teaching-learning environment. Out of a total of twenty-seven classrooms, four are smart classrooms, and the remaining has access to laptops and projectors, either fixed or portable. Four computer laboratories have 137 terminals with I3/4GB RAM/ 64 BIT/1 TB, I5/ 16 GB RAM/ 1 TB, and PENTIUM DUAL CORE/4GB RAM/64 BIT/1 TB configurations connected with LAN and 50MBPS bandwidth wi-fi. Laboratories have Display Sharing systems, printers, and scanners. The latest version of software needed for the Computer Application course is made available. Multimedia room and recording studio with the latest technology are available for Mass Media courses. In the year 2020-2021, all lectures and practicals were conducted online, using Microsoft Team LMS System and Zoom platform.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

155

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Systems and procedures for maintaining and utilizing physical, academic, and support facilities are prepared and updated by respective departments. IQAC reviews the same and gives suggestions from time to time. IQAC ensures that adequate financial resources are allocated in the annual budget and utilized for the maintenance and upkeep of infrastructure facilities. Utilization: The college works from 7.20 a.m. to 4

p.m. in shifts to accommodate the offered courses. A master timetable is prepared to keep in mind the requirements of all the sections so that available infrastructural facilities are utilized optimally. Our Certificate, Diploma, and Add-On Courses are conducted after degree college hours. Proper planning is done to ensure the maximum utility of available infrastructure resources. Hence Auditorium/ Conference Halls/Seminar rooms and Audio Visual Aids are booked in advance by the faculty members. The college premises are used for Board, Competitive and Professional Examinations, and for holding cultural programmes. The premises are also given for National, State, and Municipal Elections. Maintenance A campus manager has been appointed for regular checking and maintenance work. All section heads bring the repair work/problem to the notice of the maintenance department verbally or through a diary system. The services of carpenter, plumber and electrician are available for repair work as and when required. A class wise schedule of duties of support staff for cleanliness is in place. Respective in-charge persons supervise the cleanliness work. In budget adequate provision for maintenance of physical, academic, and support facilities is made. Major electrical works are given to a qualified contractor only. Air Conditioners, Lifts, Fire Extinguishers, Fridge, Microwave, and such other instruments are covered under annual maintenance contract. Pest control is done at regular intervals. To look after the maintenance of ICT facilities a professional IT person is appointed by the college. The library software is periodically updated by the software engineer. Computer laboratory software is updated as per the requirement of the syllabus with the help of an IT person under the supervision of teachers. UPS backup facility is provided wherever essential.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

<b>122</b>	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
<b>747</b>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1541

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1541

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

80

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

40

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

12

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The institution believes in giving equal opportunity to students by allowing them to share their expertise and skills by way of assisting the college professors in administering the college activities. With the said purpose, the college provides them opportunities to participate in various academic and administrative bodies. The institution facilitates the student members in organizing and coordinating various activities throughout the year. Through such activities, not only the confidence of the students is boosted but also, they get a chance to enhance their leadership skills. It helps in the all-around



development of the students. Students extend strong support in the administration and management of various activities like culture, sports, cleanliness, etc. Students manage the overall organization and functioning of extracurricular activities and various competitions throughout the year. Such active involvement of students enhances their communication skills, management skills, leadership skills, time management skills, resource management skills, etc. The students' representations are in the following committees:

- Sports Committee
- Cultural Committee
- Internal Quality Assurance Cell
- Anti-Ragging Cell
- Prevention of Sexual Harassment Cell
- Grievance Redressal Cell
- Library Committee
- Student's Council
- Women's Development Cell
- College Development Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

#### **5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

07

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

'SAANIDHYA-SPND ALUMNI ASSOCIATION' is registered under the Institution Registration Act 1860 (Act 21 of 1860) on May 04, 2019, bearing registration number: 994/2019. The association is registered with the office of the Assistant Registrar of Societies, Greater Mumbai Region, Mumbai. The objectives of the Alumni Association are as under: ? Motivate alumni to become members of 'Saanidhya' ? Create a feeling of oneness among the alumni ? Provide platform to alumni for expressing their suggestions/feedback/ guidance ? Make the members responsible for mutual well-being ? Find out ways in which our institution can help the alumni in furthering their goals ? Explore ways in which Alumni Association members can help the institution ? Recognize achievers among alumni and reward them The Alumni Association arranges Annual Get-together every year on May 01st; wherein our student put their best foot forward and present a feast of cultural events to entertain the alumni. The Alumni are encouraged by the management by giving awards and prizes to those who have made a mark in their profession/hobbies. Alumni are also invited as guest speakers at various academic forums. They share their expertise with the present students by becoming a part of college-level extra-curricular and co-curricular activities. They also support the institution financially and academically.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**VISION** - To be recognized as a center of excellence for women's education that empowers them to become self-reliant and responsible citizens who would contribute to build a healthy society **MISSION** - To provide quality multidisciplinary skill-based higher education and to strengthen scientific outlook among students. To subscribe student-centric approach enabling them for global competencies. To cater to the diverse needs of students through the inclusive approach and drive holistic development by creating a conducive ecosystem. Our governing body is extremely reflective, with a central objective on the institute's vision and missions. The institution aspires to strengthen the culture of excellence by developing strong concepts, structures, systems, and procedures. The administration and academic practices are governed by the Principal with the assistance of the Vice-Principal, Heads of the Department, and IQAC, ensuring the proper functioning of the policies, guidelines, and action plans of the college. The formulation of perspective and action plans and policy objectives attempt to address the change to deliver high-quality education and administration by promoting a healthy competitive environment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization is practiced through the horizontal system of management with shared control and delegation of power and responsibility is practiced. A decision by consensus, transparency, readiness to accept suggestions, and lateral thinking are the core virtues of our decision-making system. The Principal and heads of UG and PG programmes take the responsibility of completing the specific task. Various curricular and co-curricular activities are conducted at department and committee levels. Participative Management is reflected at a strategic level, functional level, and operational level. At the strategic level, various statutory and non-statutory committees are involved in defining policies procedures, framing guidelines and rules regulations about admission, examination, discipline, grievance, support services, finance. At a functional level, it is shared with all the faculty members; however, the necessary information is shared with the students as well. The institution maintains an open-door policy that builds strong relationships with the stakeholders. At the operational level, the Principal interacts with management, government, and external agencies faculty members and maintains interactions with the concerned departments of affiliating universities. Students and office staff join hands with the Principal and faculty for the execution of different programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping in view of our Perspective Plan, long-term and short-term goals were formulated. The goal I from the Perspective Plan was

to enhance learning through increased use of ICT and new technology. To achieve the above goal following strategies were planned

1. Offer blended learning opportunities by providing some modules of existing subjects online and beginning new online add-on courses
2. Train teachers in preparing lesson plans for teaching through e mode and transact them
3. Develop effective e-learning approaches for the students
4. Develop e-content bank - Every teacher can prepare e-content for some topics
5. Create a collection of Ebooks in the library

Goal Achieved In the context of the pandemics in the last academic year, 2020-21 online learning became the need of an hour. So, every faculty prepared subject-wise e-modules to complete the syllabus for the teaching-learning process. Online Add-on courses were also conducted to supplement the curricular needs. We subscribed to software like Microsoft teams and Zoom which helps the faculty in conducting lectures on day to day basis as well as organizing co-curricular activities. We also had subscribed to e-resources such as NList and provides access to all faculties and students to various e-resources subscribed by SNTD Women's University.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is managed by the SPRJK Trust which is constituted by 9 members. Major financial and infrastructure-related decisions for the functioning of the institution are taken by the Trust in consultation with the Director and Principal in weekly meetings. The Principal oversees the academic and administrative functions, which are shared with the required levels such as IQAC, Vice Principal / Coordinator, Registrar, and Librarian The registrar looks into day-to-day financial matters, infrastructural development, and maintenance, security and also acts as a link between the college and the Department of Education for handling various finance-related matters. With the help of the Office Superintendent, he ensures smooth administrative functioning of the college. The administrative staff is responsible for admissions, conduction of the

examinations, and declaration of the results. The Librarian is in charge of supervising and coordinating library work, Library Management systems, managing budgets and projects, and handling human /physical resources related to the library. The Assistant librarian assists the librarian in handling human /physical resources. The Vice Principal/Coordinator is involved in the policy decisions in coordination with the Director and the Principal and primarily facilitates the academic and administrative roles and responsibilities carried out by the teaching and the support staff. The Head of the Department is responsible for planning and implementing various student-focused activities and ensuring appropriate documentation as well as enhancing the academic performance of the students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.spndoshicollege.com/pdf/organogram.pdf">https://www.spndoshicollege.com/pdf/organogram.pdf</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Welfare measures are as follows: Teaching Staff: • Research fund

(Annual Fund of Rs.3,00,000 to 4,00,000 is available for teachers) • Research Leave • Provident Fund for the Unaided staff • Maternity leave for 6 months to the Unaided staff Non-Teaching Staff: • Interest-free educational loans and fee concessions are provided to class IV employees' children and fee concessions for their children studying in our college. Every year four to five staff members take advantage of this 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 Frequently Asked Questions (FAQ) on AQAR Page 39 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. • Life skills workshop was organised • Uniform is provided once in 3 years Students: 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/ Financial Assistance Scheme/Interest-free loan • Free Internet Surfing Facility • Mini Meal • Employability skills training by corporate • Medical Aid • Research fund (Annual Fund of Rs.3,00,000 to 4,00,000 is available for students)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

04

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

20



File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has its annual performance appraisal system for teaching and non-teaching staff in its place. The information includes: Teaching staff: Part 1- General information, Academic background Part 2 - Courses taught Part 3(A)- Academic activities (Teaching-learning evaluation) additional qualification attained, profession development related activities, Curricular and Co-curricular activities Part 3(B)- Extra-curricular activities, contribution to committee work The above-mentioned self-assessment form is reviewed by the HoD, Vice Principal, and Principal Non-Teaching staff: As per the guidelines of the Govt. of Maharashtra, the annual performance appraisal system includes Part B(1)- General information, academic background Part B(3)- Specific goals achieved, if any; Any specific contribution Part B(4)-Estimate of general ability and character reviewed by the Reporting office The above mentioned self-assessment form is reviewed by the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Half yearly Internal Audits are being conducted by an Internal Auditor appointed at Annual General Meeting. The Audit report along with Balance Sheet is being handed over to the Principal and Management. Queries are resolved on a timely basis. Suggestions given by the auditor are implemented. The same audit report along with the Balance Sheet is sent to Education Department. External Audits are being conducted by Education Department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funds are being mobilized for achieving the goals and target of the institution ensuring accountability and transparency. The trustee and principal coordinate and monitor the optimal utilization of the funds.

? The Institution is a centrally managed non-profit organization with trustees as members which ensures the income generated is spent optimally in the institution itself.

? Funds are provided to meet the infrastructure requirement of the institution while starting new programs/courses and for

annual maintenance contracts.

? The management provides financial support to seminars/workshops/expert talks/Association activities/Faculty Development programmes.

? The extracurricular activities of the students are a major concern and adequate funds are provided for Sports and Cultural activities and various add-on courses.

? Scholarships and free ships are given to the deserving students

? Employees Provident fund (EPF) and Mediclaim benefits are provided to the Management appointed staffs

? Financial Resources of the institution are Tuition fee, Government funds-UGC/Grant-in-Aid, College Development Fund, Alumni Fund

? Tuition fees and grants are used for the salaries, infrastructure and academic activities

? Government funds are optimally used for which they are sanctioned

? Transparency and accountability is ensured by conducting an annual audit of the statements

? Financial support provided by the government agencies are audited by the respective Government Departments

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In the context of pandemic in the last academic year 2020-21 health and hygiene/online teaching-learning were a priority in the institution. Hence following practices were introduced  
Practice 1- Campus audit(COVID-SAFETY REPORT/CERTIFICATE) The

purpose of the audit was to create confidence in the stakeholders to come to the institution for attending duties whenever required during the Covid period. The above audit was conducted to assess the overall preparedness level of the institute. The report stated that the institution was sufficiently prepared with adequate facilities to provide safe environment in the Covid situation. Practice 2 - Updating of classrooms to smart classrooms The faculties were made familiar with NEP 2020 by organizing webinar series with different perspectives. The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. Conducive environment was created by updating 4 classrooms into smart classrooms with adequate ICT enabled Infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC, as the college's primary body, supervises and assesses the teaching-learning process regularly. Various new initiatives and reforms were launched as a result of the input. The following are the improvements made as a result of implemented feedback:

**Academic Calendar:** The Institute schedules the academic calendar well in advance at the start of the year based on the University Academic Calendar, allowing ample time for not only the regular teaching-learning process but also for various curricular and extra-curricular activities.

**Preparation of each semester's lesson plan:** Faculty members prepare lesson plans for all the subjects they will be teaching that semester.

**Adding guest lectures, industrial visits, and internships to the curriculum**

**Daily Diary Record /White book:** Faculty prepare lecture details every day and submit them with the topics covered on MIS or in the White Book.

**Evaluation of teachers by students:** The college has a mechanism in place for students to assess faculty. The feedback mechanism is also monitored by the Principal and management, who take appropriate corrective action when needed.

**Students' result analysis:** The Institute has a well-functioning internal examination and evaluation mechanism. If a student's

performance in a subject is not found to be satisfactory, the necessary steps are taken to identify the cause, and the concerned faculty members are encouraged to perform toward improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Women empowerment is the essence of our institution & the managing trust which is reflected in the vision and mission statements of our college. It is the backdrop against which all our curricular, co-curricular, and extra-curricular activities are planned and executed. The wide variety of academic programs

offered by us ensures that the students studying at the institute are exposed to a wide variety of contemporary career options. The curriculum of various undergraduate and postgraduate programs offered at the institute includes courses like Women's Studies and Current Concerns. We also invite eminent women speakers as well as organize activities related to gender equality, entrepreneurial skills, personality development, and life skills. Focused workshops on self-defense, health, nutrition, wellness, are also arranged. ? Specific facilities provided for women in terms of: a. Safety and security: 24/7 CCTV coverage is available in the entire college campus and lady peons are stationed on every floor in both the wings ensuring vigilance & security for the students and staff. The security staff present at the college gate ensure entry of authorized individuals only after verifying their identities. b. Counseling: The institute has a full-time female counselor in our counseling cell Sanchetana, which is managed by the Department of Psychology. Students are exposed to this feature in the orientation program at the beginning of the academic year. During the annual 'Mental Health Week,' interactive sessions and lectures by various experts and practitioners in the field are organized. c. Common Rooms: Recreational space is available for students on the ground floor of the college building and the area adjacent to the college canteen. d. Medical Facilities: Available e. The College has constituted a Women's Development Cell which caters to the various needs of our students and staff members.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	D. Any 1 of the above
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File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The SPND College NSS unit has played a significant role in this by arranging various awareness programmes on the need for waste management through webinars and other activities. The following initiatives have been implemented to address solid waste and e-waste waste management. Solid Waste Management • The institute strictly ensures waste segregation by installing dry and wet dustbins in the college. Local BMC workers collect both of these wastes regularly. • Newspapers and other waste generated is collected through the maintenance team and disposed of regularly by local vendors. E-Waste Management Electronic devices are utilised to their full potential; simple repairs are performed by technical assistants, while significant repairs are done by hardware engineers, and they are reused. The assets/computers are disposed of once their estimated useful life has expired, with the relevant entries made in the Dead Stock Register by the Administrative Office.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**

**B. Any 3 of the above**



with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms  
 Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment  
 5. Provision for enquiry and information :  
 Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

At Smt. P. N. Doshi College, we believe in offering students a holistic, all-around education. Though we are a linguistic minority managed institution, we do not differentiate between students from various linguistic, social and religious groups which is visible in the demography. This automatically instils in the students tolerance for different groups. The institute is conducting many activities, such as national festivals honouring renowned personalities, NSS, NCC, and other similar events, to promote an inclusive atmosphere by bringing students and faculty from varied backgrounds together on one platform. These activities contribute to the development of tolerance for differences in culture, area, and languages, as well as communal social economics and other factors. Sensitization of students and employees of the Institution to the constitutional obligations is done through the curriculum as well as through extra-curricular activities. Many of the subjects offered (e.g. Business Law, Current concern, etc) have topics that sensitize the students about the constitutional obligations. Also, all students take a course on Environment studies in their first year which gives

them insight into environment acts, wildlife protection act, forest act, global environmental concerns, etc. The following activities were conducted: ? Organized National Level Online Patriotic Song Singing Competition for students on the occasion of 74th Independence Day on August 15, 2020. ? Webinar on the occasion of the Birth anniversary of Iron man Sardar Patel on 'Role of Sardar Patel' in freedom to celebrate 'Rashtriya Ekta Divas' where Dr. Nandita Moitra from Guru Nanak College was invited as a resource person on October 30, 2020. ? The webinar was organized to orient students about the 'Importance of Constitution in a Common Man's Life' by Adv. Ms. Manjiri Kulkarni on November 26, 2020.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution promotes an inclusive atmosphere that values tolerance and harmony in the presence of cultural, regional, linguistic, communal, socioeconomic, and other diversity. Different activities are organized in the college to promote harmony towards each other. Regional Inclusion - Institute provides admission to students from different regions not only from Maharashtra but outside of Maharashtra also. The college has set an example of socio-economic inclusion during this pandemic time by providing loans, scholarships, distribution of foodgrains, laptops, mobiles to needy students in collaboration with the rotary club. Time-to-time various programmes conducted by different language departments to promote rich and diverse linguistic cultures. Highlights of some programme are as follow:

1. Food Kits distribution drive for 100 needy students across all faculties with the sponsorship of Rotary Club of Mumbai Ghatkopar was organized by College Rotaract Club was organized on May 20, 2021.
2. Following programmes were organised under 'Marathi Language Conservation Fortnight': ? 'Relevance and use of Modee' by Dr. Ravindra Kamble on January 28, 2021 ? Poetry recitation competition for students on the topic 'The days of Corona' on January 21, 2021 ? 'An appreciation of Tukaram's Abhangas rendered by Bharat Ratna Lata Mangeshkar and Bhimsen Joshi' on

January 18, 2021 ? Screening of the film, 'Anandi Gopal' on  
 January 19, 2021 ? Collaborative event with the Marathi  
 department, M.D. Shah Women's College on the theme, 'Use of  
 Marathi Language in the Legislative Process', elucidated by Adv.  
 Sneha Dixit.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institute celebrates/organizes national and international memorial days, events, and festivals. The birth anniversary of eminent persons is celebrated to share their exemplary life and their splendid contribution to the nation-building, development,

and progress of mankind in general. Birth anniversaries, death anniversaries, Republic Day, Independence Day, and other commemorative days to inculcate the spirit of national unity and integrity in its stakeholders. The message of inspiration and motivation to do good for society, the importance of cultural values, and modernity are all conveyed through this platform. Regular workshops, webinars, conferences, expert talks, interactive sessions on the subject, and quizzes bring the institution's staff and students together to celebrate these events and spread the message of solidarity, peace, love, and happiness. List of the days celebrated regularly

1. Teachers Day (5th September)
2. International Women's Day (8th March)
3. International Yoga Day (21st June)
4. Independence Day (15th August)
5. Republic Day (26th January)
6. World Environment Day (5th June)
7. NSS Day (24th September)
8. Constitution Day (26th November)
9. Mahatma Gandhi Jayanti (2nd October)

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**1. 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.

### 1. 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.

### 1. 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:

1. 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

### 1. 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.

#### 1. 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:

1. Offering the Value-Added Course on Research Methodology by the Faculty of Home Science which will be extended to include students across faculties
2. Research paper presentation competitions conducted across faculties; TRISHOOL, URJITA, INTERNATIONAL ECONOMIC CONVENTION, JIGYASA, etc
3. Encouraging students to participate in similar competitions organized by other colleges
4. Encouraging student Research Paper Publications

1. 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.

2. 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.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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:

#### 1. 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.

#### 1. SCHOLARSHIP PROGRAMMES

The SPRJ Kanyashala Trust's 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.

## 1. 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.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. 1. Enhancing infrastructure - a. Setting up of New Studio recording Class Room. b. Setting up of New Human development Lab. c. Renovation of Chemistry Lab.
2. Creating a paperless office roadmap and launching it.
3. To start new programs MA-Hindi, PG-Human Development and 2nd Batch of BCA.
4. Installing additional modules in Teachers' MIS.
5. Improvising Administrative office MIS.
6. Sensitizing the stakeholders towards issues related to women.
7. Making the campus Wi-Fi enabled.
8. To initiate Student-Teacher Exchange Programme.
9. Improved documentation of placement and progression.
10. Digital marketing to enhance institution's image and admissions
11. Finalizing Research Policy and Placement & Progressin Policy
12. Mapping Programme Outcomes, Programme Specific Outcomes and Course Outcomes
13. To conduct Gender Audit, Energy Audit, Green Audit and Water Harvesting.