VILE PARLE MAHILA SANGH'S

L. J. N. J. MAHILA MAHAVIDYALAYA

VILE PARLE (EAST) MUMBAI- 400057.

AFFILIATED TO

S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI

ANNUAL QUALITY ASSURANCE REPORT

2016 – 2017

SUBMITTED TO

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE - 560 010**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	**L .J.N.J. Mahila Mahavidyalaya, Vile Parle (E)**
1.2 Address Line 1	**Manglayatan, Paranjpe 'B' Scheme, Road No.1, Vile Parle (E)**
Address Line 2	**Mumbai-400057**
City/Town	**Mumbai**
State	**Maharashtra**
Pin Code	**PIN- 400057**
Institution e-mail address	ljnj_college@yahoo.co.in
Contact Nos.	**022-26169565**
Name of the Head of the Institution:	**Principal, Dr. Smriti Bhosle**
Tel. No. with STD Code:	**022-26169565**
Mobile:	**9819021219**
Name of the IQAC Co-ordinator:	**K. S. Gaikwad**
Mobile:	**9820426345**
IQAC e-mail address:	**ljnj_college@yahoo.co.in**

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*

N. A.

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.

EC/52/RAR/O6 dated 28/03/2010

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.ljnjcollege.in

Web-link of the AQAR:

-

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	71.75	2004	5 years
2	2nd Cycle	B	2.85	2010	5 years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC:

02/02/2004

1.8 AQAR for the year *(for example 2010-11)*

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

Sr.No. of AQAR	Year of AQAR	Date of Submission of AQAR
i) AQAR	2009-2010	17/09/2010
ii) AQAR	2010-2011	14/11/2011
iii) AQAR	2011-2012	27/06/2014
iv) AQAR	2012-2013	01/07/2014
v) AQAR	2013-2014	30/09/2014
vi) AQAR	2014-2015	15/09/2015
vi) AQAR	2015-2016	30/09/2016
vii) AQAR	2016-2017	28/09/2017

1.10 Institutional Status

University ☐ Central ☐ Deemed ☐ Private ✓

Affiliated College   Yes ✓   No ☐

Constituent College	Yes	-	No	✓

Autonomous college of UGC	Yes	-	No	✓

Regulatory Agency approved Institution   Yes ✓   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ]   Men [ ]   Women ✓

Urban ✓   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid ✓   UGC 2(f) ✓   UGC 12B ✓

Grant-in-aid + Self Financing ✓   Totally Self-financing -

1.11 Type of Faculty/Programme

Arts ✓   Science --   Commerce ✓   Law -   PEI (Phy. Edu) -

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   B.C.A.

1.12 Name of the Affiliating University *(for the Colleges)*   S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI, MAHARASHTRA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

*Our college is not under any of the Special Status mentioned below.

Autonomy by State/Central Govt. / University: N.A.

University with Potential for Excellence   **N. A.**   UGC-CPE   -

DST Star Scheme   -   UGC-CE   -

-    -

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes | - | Any other (*Specify*) | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers | **05** |

2.2 No. of Administrative/Technical staff | **01** |

2.3 No. of students | **00** |

2.4 No. of Management representatives | **01** |

2.5 No. of Alumni | **01** |

2. 6 No. of any other stakeholder and

   community representatives | **02** |

2.7 No. of Employers/ Industrialists | **00** |

2.8 No. of other External Experts | **00** |

2.9 Total No. of members | **10** |

2.10 No. of IQAC meetings held   **04**

2.11 No. of meetings with various stakeholders: No: -   08

Faculty | **04** | Non-Teaching Staff /Students | **02** | Alumni | **02** | Others: | **.** |

2.12 Has IQAC received any funding from UGC during the year?   No

   If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related):

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	International	National	State	Institution Level
	-	-	-	-

(ii) Themes
                 (1) Professional development
                 (2) Facilitating active learning

2.14 Significant Activities and contributions made by IQAC

1. Prepared academic calendar in the beginning of the year.

2. Encouraged teachers to participate and present the papers in the national and international seminars/conferences/workshops.

 3. Motivated teachers to publish research papers in international/national journals/ books.

4. Organized inter-collegiate student seminars at college and also motivated students to take part in student seminars organized by various colleges.

5. As per government directives, an orientation programme was conducted and online registration of college students was done under the 'VISAKA' programme towards digital payment.

6. Students are notified from time to time about various extra-curricular and extension activities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
1. To motivate teachers to present research papers at the National and international seminars and conferences.	Majority of faculty members presented papers in National and International Seminars, Conferences, attended workshops and also published their papers in research journals.
2. To encourage the students in their overall development.	Each department of the faculty has an association. Different activities are undertaken which helps and motivates the students and develop their personality. Some of the notable activities are: guest lectures by experts, documentaries & film shows, Inter-collegiate student seminars, participation of students in various workshops, educational tours, career counseling, remedial coaching, coaching for entry into services etc.

		Community- reach programme and Community awareness is the motive of NSS unit. It enables students to understand local needs and share good practice. NSS students also participated in Republic Day Parade, Disaster Training Camp and Leadership Training Camp. One of our NSS volunteers was selected by Ministry of Youth Affairs to South Korea to represent Indian youth delegation in May, 2017.
		Co-curricular, Extra-curricular and sport activities enhance the personality of students and bring a positive impact on their overall development. For e.g. through various literary events/competitions and celebrating various days such as 'Vachak Prerna Din', 'Bharatiya Samvidhan Divas', etc. through which students got a platform to express themselves.
		Our College hosted the Intercollegiate Indoor Games Tournaments in collaboration with SNDT Women's University on August 10 and 11, 2016 in which nearby 30 Colleges participated. Also four students of our College were selected in University Teams of Kabaddi and Kho Kho at National Level.
3.	To support students in paring and presenting research papers.	The students of History, Sociology and Marathi departments presented papers in International/National/University level seminars and conferences.
4.	To encourage faculty to organize field visits, industrial visits.	The Arts and Commerce faculty organized field visits/study tours/Industrial visits.

*** Attached the Academic Calendar of the year as Annexure I**

2.16 Whether the AQAR was placed in statutory body: **Yes**

Management | - | Syndicate | - | Any other body | ✓ |

Provide the details of the action taken

The AQAR has been approved by the statutory body.

The preparation for the third phase of NAAC Re-Accreditation was initiated.

Criterion –1
Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented Programmes
Ph.D.	-	-	-	-
PG	01	-	01	-
UG	03	-	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	04
Total	04	-	03	04
Inter-disciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* Alumni [✓] Parents [-] Employers [-] Students [✓]
   (On all aspects)

   Mode of feedback   :   Online [ ] Manual [✓] Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure (Pl. refer to attached Annexure II)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> The new syllabus is based on semester pattern prescribed by SNDT Women's University. Syllabus revision is done after specific period. The basis for syllabus revision is global competency, relevance to the regional and national trends and needs of the society. The major concern of the syllabus is to help students to acquire skills which will be useful to them in their personal and professional life. The syllabus has well structured courses and specialization options. It also includes Research component and Internship at Post-Graduate level.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	06	02	01	01

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	02	-	-	-	-	-	-	-	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

1) Guest Faculty: Nil   2) Visiting Faculty: 21   3) Temporary Faculty: 10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	01	-
Presented papers	10	13	-
Resource Persons	02	02	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> Teachers use various teaching methods; such as –
>
> - Use of Audio-Visual aids, use of PPT, browsing and surfing of websites etc.
> - Cooperative learning.
> - Assigning projects to the students.
> - Class discussion on current issues & on the topics covered in the syllabus.
> - Seminars/presentations
> - Using media (films, T.V., literature, documentaries etc.) to assemble more meaningful and deep learning experiences.
> - Guidance lectures/workshop by experts.
> - Educational tours/Industrial visits.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

> Our SNDT Women's University has put into practice Bar Coding, Re-Valuation, Photocopy for external exams.
>
> Besides that the Institution initiated Class Tests, Surprise Tests, Continuous Evaluation, Home Assignments, Projects & Field work reports.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as Member of Board of Study/Faculty/Curriculum Development workshop

Board of Studies	Dean of Faculty	Participation in Curriculum Development workshop
03	01	06

2.10 Average percentage of attendance of students   90%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme Total no. of students appeared		Division				
		Distinction %	I %	II	III %	Pass %
Under-graduate						
B. A.	62	-	09.67	29.03	27.41	66.12
B. COM.	69	-	11.59	43.48	15.94	71.01
B. C.A.	24	-	12.50	08.33	-	50.00
Post-graduate						
M. A. (History)	15	06.66	33.33	33.33	13.33	86.66
M. A. (Marathi)	17	-	88.23	05.88	-	94.11
M. A. (Sociology)	04	-	75.00	25.00	-	100.00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Observes the teaching-learning process according to teaching plan.
- Feedback by students and teachers collected, analyzed and remedial measures taken.
- Analyzes results and suggesting measures for improvement.
- Monitors student and staff attendance on monthly basis.
- Conducts regular internal meetings with the Principal and Faculty members for continuous inputs.
- Periodical Internal Academic Audit.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	-
Faculty Exchange Programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	35
Others (Short term course)	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees		Number of Vacant Positions		Number of permanent positions filled during the Year		Number of positions filled temporarily	
	Class III	Class IV	Class III	Class IV	Class III	Class IV	Class III	Class IV
Administrative Staff	04	05	01	02	-	-	03	05
Technical Staff	-	-	-	-	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> The IQAC conducts meetings for sensitizing and promoting research climate in the Campus. The IQAC motivates the faculty to undertake quality research and publish research findings in peer reviewed journals.
>
> INFLIBNET is a free online resource service provided to the faculty.
>
> The research journal of our institution entitled 'In Search of Knowledge' (ISSN 2278-12345) provides an opportunity for publication of research papers.

3.2   Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01	07	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	0	04	-

3.5 Details on Impact factor of publications: 01

Range [3.521]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-			
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the University/ College	-	College Management	20,000/-	-
Students research projects *(other than compulsory by the University)*	-			
Any other (Specify)	-			
Total	-			

3.7 No. of books published   i) With ISBN No.   [-]   Chapters in Edited Books   [   ]

   ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from: **N.A.**

   UGC-SAP [-]   CAS [-]   DST-FIST [-]

   DPE [-]   DBT Scheme/funds [-]

3.9 For colleges: N.A.   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

   INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy   [-]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	02	-
Sponsoring Agency	-	.	-	-	-
			-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons: 04

3.13 No. of collaborations: International [-]   National [-]   Any other [15]

3.14 No. of linkages created during this year: | - |

3.15 Total budget for research for current year in lakhs:

From funding agency | - | From Management of University/College | - |

Total | - |

3.16 No. of patents received this year: **Nil**

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards / recognitions received by faculty and research fellows of the institute in the year: 01

Total	International	National	State	University	District	College
01	-	01	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

Faculty | 01 |

Students | 04 |

3.19 No. of Ph.D. awarded by faculty from the Institution | - |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): **Nil**

JRF | -- | SRF | -- | Project Fellows | -- | Any other | -- |

3.21 No. of students Participated in NSS events:

University level | 200 | State level | - |

National level | 01 | International level | 01 |

3.22 No. of students participated in NCC events: **Nil**

University level | | State level | |

National level | | International level | |

3.23 No. of Awards won in NSS: University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC: **N.A.**

University level | | State level | |

National level | | International level | |

3.25 No. of Extension activities organized

University forum | - | College forum | - |

NCC | - | NSS | 32 | Any other | - |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Voter Registration Drive in College and in adopted local community in collaboration with Vile Parle Assembly Constituency.

- Awareness Programme on **'**Prevention of Sexual Harassment at Workplace' sponsored by 'People United against Sexual Harassment' (PUSH), Maharashtra State Commission for Women.

- Health Awareness programmes, Health Check-ups, Awareness programmes on Gender Equality, Domestic Violence, and programmes on Sex Education and Self Help Groups.

- Special Camp in adopted area.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.248acres (3071.24sq.m. of built up area)	-	Management	2.248acres
Class rooms	25	-	-	25
Laboratories	03	-	-	03
Seminar Halls	02	-	-	02
No. of important equipment purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Library is fully automated with "SLIM-21" Software.

INFLIBNET N-List Programme is subscribed.

Library provides Online Public Access Catalogue (OPAC) through which users can access from any of the computers connected in the LAN to know available resources and the status of the book.

All the collection in library is Bar Coded.

Online Admission process for UG to PG.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18513	-	185	29584/-	18698	-
Reference Books	28423	-	527	95984/-	28950	-
e-Books	23	-	-	-	-	-
Journals	82	-	-	87864	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	490	-	-	-	-	-
Others (specify)	N-list Subscription	5000/-	N-List	5750/-	-	-

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	110 + 07 Laptops	02	10 Mbps	-	-	09	02 Laptops	03
Added	-	-	-	-	-	-	-	
Total	117	02	10 Mbps	-	-	09	02 Laptops	03

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up- gradation (Networking, e-Governance etc.)

- Computer Lab with Internet facility.
- All laptops are connected to Wi- Fi.
- Antivirus software is installed in all desktop computers / laptops.
- Computer and internet access to teachers for teaching and research.
- Internet access to P.G. students for preparing assignments.
- Students are trained in upgraded application software and tools.

4.6 Amount spent on maintenance in lakhs: (Rs.)

i) ICT   3,03,263/-

ii) Campus Infrastructure and facilities   62,990/-

iii) Equipment   14,800/-

iv) Others   9,380/-

Total: 3,90,433/-

Criterion – V

5. Student Support and Progression

5.1   Contribution of IQAC in enhancing awareness about student support services.

    IQAC ensures student support services in the following ways:

- All the important information is announced in the class rooms and placed on the notice board as well as the information about students support services given in the College prospectus.

- College website provides details of student support services.

- Orientation programme is arranged for the first year students.

- Display of addition of new books, journals and periodicals in the library.

- After regular meetings with Class Representatives, feedback is taken on the awareness of student support services and accordingly brought to the notice to the Heads of the departments.

- Reports from Grievance Redressal Cell are collected and sent to the Principal to address the issues in order to improve the working of student support services.

5.2   Efforts made by the institution for tracking the progression

- ❖ Every department keeps the track of student progression.

- ❖ Regular class tests are held and analysis of results is done and accordingly efforts are made for further improvement in results.

- ❖ Regular monitoring and observation of students' performance in academic and co-curricular activities by teachers.

- ❖ The teacher-student mentoring system ensures progression of students.

- ❖ Record of ex-students and their progression is maintained through Alumni Association.

- ❖ Periodic interaction with students and parents is done through Parent-Teacher Association.

- ❖ Placement cell records are maintained.

5.3   a)   Total Number of students (year 2016-17)

UG	PG	Ph.D.	Others
582	56	-	-

b)   No. of students outside the state:- | - |

c)   No. of international students:- | - |

Men			Women		
	No.	**%**		**No.**	**%**
	-	-		638	100%

Last Year							This Year						
General	SC	ST/NT	OBC/ SBC	VJ DT (A)	Physically Challenged	Total	General	SC	ST/NT	OBC/ SBC	VJ DT (A)	Physically Challenged	Total
331	110	20	170	03	04	634	362	114	23	139	Nil	Nil	638

Demand ratio: 1:1   **Drop out %**: 44.68 %

5.4   Details of student support mechanism for coaching for competitive examinations (If any)

Career Guidance Cell provides details of the competitive examinations and awareness about various career options to the students.

A motivational lecture for students of F.Y., S.Y. and T.Y. B.A. was organized. On an individual level, informal support to students in terms of mentoring and guidance on available books and approach to UPSC and other competitive exams is provided by various departments.

Library is well equipped with competitive examination books, periodicals, and other required materials for preparation of competitive examinations.

Computers with internet facility are provided to students to utilize beyond the class hours and help them to prepare for competitive exams.

Suggestions and support is provided by the faculty, to prepare for competitive exams.

Activities like lectures regarding job preparedness, entry into services as well as the spoken English exercises also help the students to prepare for competitive exams .

No. of student beneficiaries: -   200

5.5   No. of students qualified in these examinations :-

NET   -   SLET   -   GA   -   CAT   -

IAS/IPS   -   State/PSC   UPSC   -

Others   3

5.6   Details of students counseling and career guidance:

The College has Career Counseling Cell. The following lectures and workshops are conducted by Career Counseling Cell:

- Investment awareness programme by NSPL, stock holding AEGON Life Insurance for B.Com students on 16th July, 2016.
- "Career in Aviation Sector" by Fly High Academy on 21st July, 2016.
- NIIT career guidance lecture on 25th July, 2016.
- Entrepreneurship workshop by 'I create India' from 27th July to 31st July, 2016.
- Workshop on "Consumer Rights and Financial Management" by BSE in collaboration with consumer guidance society, India on 30th August, 2016 for Arts faculty.
- Guidance lecture on "How to manage money & be a smart investor" by Consumer Guidance Society, India on 30th August 2016 for commerce faculty.
- "Teaching as a Profession: - Teaching autistic students and ICT related to it" by Ms. Nishat Imam (Professor, Suvidya Centre of Special education) on 31st August, 2016.
- "Training for jobs in office administration and sales executives and technical jobs" by ICICI-skill development cell on 10th February, 2017.
- SNDT Women's University has signed a MOU with UNDP for providing employment to youth. Govt. of Maharashtra and SNDT Women's University has launched this project with the name 'Disha'. Our degree college students have registered in this programme on 27th February 2017 and they will undergo training and on line tests for employability through this programme.
- An orientation lecture by Shri. Anant Ghanekar on "Career Prospects" on 17th January, 2016.

Career guidance and student counselling is also provided at the individual level by the staff members of the various departments.

Number of students benefited:-   410

Total 638 students are registered by college for 'Disha' project by SNDT University & UNDP.

5.7   Details of Campus Placement

On Campus			Off Campus
Number of organizations visited	Number of Students participated	Number of Students Placed	Number of students placed
04	120	-	04

5.8 Details of Gender Sensitization Programmes:

Institutional Women Cell, NSS Unit and Departmental Associations are involved in dealing with Gender Sensitization Programmes.

Various programmes have been conducted viz. - guest lectures, survey, camps and orientation Workshop as a part of gender sensitization programmes. They are as follows:

❖ NSS organized Marathi Drama 'Mulgi Zali ho' in collaboration with Stree Mukti Sanghatana, Mumbai and Anubhuti (NGO), Mumbai on 24th September, 2016 on the occasion of NSS day.

❖ Lectures on 'Women's empowerment' and 'Women's Health' have been arranged under NSS special camp during 14th Dec., to 20th December, 2016.

❖ The College organized a workshop on "prevention of sexual harassment at workplace" on 27th February, 2017 sponsored by Maharashtra State Commission for Women.

❖ Internal Complaints Committee is established under PUSH (People United against Sexual Harassment) in the college.

Separate papers/courses dealing with Gender have been introduced as a part of the curriculum for some subjects like Foundation course, Sociology, History, Economics and Marathi.

5.9   Student Activities

5.9.1   No. of Students participated in sports, games and other events.

No. of students participated in sports.

1)   State / university level | 10 |

2)   National level | -- |

3)   International level | -- |

No. of students participated in cultural events.

1)   State / university level | 70 |

2)   National level | -- |

3)   International level | -- |

5.9.2   No. of medals / awards won by students in sports, games and other events.

Sports:

1)   State / university level

$\boxed{05}$

2)   National level

$\boxed{--}$

3)   International level

$\boxed{--}$

4)   **Other Events** (Cultural)

$\boxed{06}$

5.10   Scholarships and financial support

	Number of students	Amount (Rs.)
Financial supports from institution	---	---
Financial Support from government	44 students have applied for scholarship.	5,18,024/-
Financial support from other sources (SWF)	12	12,640/-
Number of students who received International / National recognitions	---	---

5.11   Student organised / initiatives

Fairs: State/ University level $\boxed{-}$ National level $\boxed{-}$ International level $\boxed{-}$

Exhibition: State/ University level $\boxed{-}$ National level $\boxed{-}$ International level $\boxed{-}$

The College did not have fairs or exhibitions at the state/national or international level but has held College/community-level fairs and exhibitions. Some of these have as part of the events. Students participated in the Poster Competition and Exhibition, displaying posters and charts on the topic given to them. The exhibition was attended by students of all the faculties. Fun fair is also organized to give students an opportunity to earn and platform to showcase their creativity.

5.12   No. of social initiatives undertaken by the students

> 10

   Social initiatives have been carried out by the National Service Scheme and Student's Council of our College.

1) Munijan Yojana – It is the slum adoption scheme supported by Maharashtra Government, the College has adopted neighbourhood Bamanwada slum area for cleanliness drive, gender sensitization, tobacco and alcohol abuse awareness, problems faced by slum women, health awareness, skill development, distribution of clothes & nutritious food.

2) Screening of DVD 'Roj Nava Diwas' on Muktangan (Drug rehabilitation centre, Pune) for all students celebrating the international anti-drug week on 4th July, 2016.

3) NSS and student's council organized 'Vanmahotsav' at College campus on 1st July, 2016 in collaboration with garden Dept. BMC, Andheri.

4) Tree plantation at adopted area 'Bamanwada' on 5th July, 2016 in collaboration with Kushinara Sanskrutik Kendra.

5) On the Occasion of 'Gandhi Jayanti' 'Swachata Abhiyan' at College on 2nd October, 2016.

6) Vote awareness programme was conducted on 5th October, 2016.

7) Social work awareness workshop for service to voluntary Agency on 9th December, 2016 organized by (SSOVA) society.

8) Two of our students participated in the National Integration camp at Himachal Pradesh, from 11th to 18th December, 2016.

9) Students enthusiastically attended workshop on cashless transaction and digital payment system in society' on 10th January, 2017.

10) National Voter's Day celebrated at College on 25th January, 2017 in collaboration with Election Assembly (167, Vile Parle- East, Mumbai).

5.13   Major grievances of students (If any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision – अग्रतः पथि सदैव गम्यताम् (Always moving forward on the path of progress….)

Mission – Empowerment of women through excellence in education.

6.2. Does the Institution have a Management Information System?

Yes

6.3. Quality improvement strategies adopted by the institution for each of the following:

6.3.1. Curriculum development -

The College is affiliated to S.N.D.T Women's University and therefore follows the curriculum prescribed by the University for all UG and PG programmes. However, some of our faculty members are on the Board of Studies and involved in framing the syllabi. Most of the faculty members attend the workshops on syllabus revision that enhance their ability to deal with the curriculum. The inputs from these workshops are used as suggestions and carried to the University Board of Studies in their subject for further implementation. This Year the workshop on "Preparation of new syllabus at Undergraduate level for B. A. semester V and semester VI for disciplinary component Courses", under Faculty of Social Sciences for all the teachers of Conducted & Affiliated Colleges of SNDT Women's University, Mumbai, has been arranged on 8th December 2016 and the inputs from this workshop were sent to respective Board of Studies.

The College conducts certificate and diploma courses under Career Oriented Programme (C.O.P.) for undergraduate students where students from different disciplines are enrolled. Presently the College runs four Career Oriented Programmes viz.: a) Banking and Insurance b) Tally and Web Designing c) Travel and Tourism and; d) Spoken English.

6.3.2 Teaching and Learning

The new Teaching-learning methods include:

Participatory learning: Students are encouraged to ask questions, openly discuss and debate on various topics included in their syllabus. They are asked to prepare paper presentations, projects, conduct surveys, interviews, case studies, and do field-work. They are taken on various industrial visits, study-tours, (e.g.

industrial Visits to factories/industries, banks, and Study-tours to places of historical importance, museums, rural and tribal areas, NGO's etc.) Workshops, guest lectures, lecture series are conducted regularly.

<u>New and innovative methods</u> are used for teaching- learning in form of projectors, computer-assisted learning, use of network resources, use of audio cassettes/video cassettes, maps, charts, globe, dramatizations and role plays, films shows and documentaries, Research Projects and Internship.

Purchase of new editions / new books; regular upgrading of library resources enhances teaching quality.

Computer Laboratories are well maintained and upgraded to meet the requirement.

Wi-Fi connection to the Laptops enhances the teaching and learning process.

The academically weak students are identified and are mentored by faculty.

Review of academic results and feedback from the students enable teachers to improve their teaching methods.

6.3.3 Examination and Evaluation

The College is affiliated to S.N.D.T. Women's University and follows all norms prescribed by the university while conducting the external examinations. Internal evaluation is conducted in each semester, and results are declared within the stipulated time.

For the internal assessment, faculty uses several innovative methods like home assignments, multiple choice questions, projects, problem solving, tutorials; and so on.

6.3.4. Research and Development

The Research Committee of the College motivates faculty members to pursue research. College Research Journal published every year entitled 'In Search of Knowledge' (ISSN: 2278-1234). Faculty members are encouraged to publish research papers in journals and also present research papers in conferences/seminars through incentives like travel reimbursement or financial assistance for registration fee. Our Management continues to felicitate faculty members for their remarkable contribution in the field of teaching and research.

Students are encouraged to participate and present research papers in seminars at the University/State/National level and a few students presented papers in International conference. They are also motivated to do research by participating in 'Avishkaar', a SNDT Women's University initiative.

6.3.5 Library, ICT and Physical Infrastructure / Instrumentation

Our Institution is a member of N-List (National Library and Information Services Infrastructure of scholarly content) which is working under INFLIBNET (Information and Library Network Centre) that provides access to Electronic Journals and Electronic books. The annual Membership fees of Rs.5750/- is being subscribed by the institution.

Library creates its resources Database and provides Online Public Access Catalogue (OPAC) through which users can access from any of the computer connected in the LAN and know the status of the book.

For the effective utilisation of resources, Information Literacy orientation training programme is conducted for the students.

Book display and exhibition is held in the library to create awareness among the students about the latest arrivals and references.

Library is fully computerized and all library books are bar- coded.

Paper clippings are maintained in the library.

Open access to reference books is available to P.G. students.

Laptops with Wi-Fi connectivity are provided to the departments as well as upgraded Desktop monitors.

The entire College has two computer labs used by all departments.

LCD Projectors in almost all class rooms.

Maintenance of Labs/Class Rooms/Fans/Lights is taken due care of, at frequent intervals. Water Coolers have been installed for the use of students and the staff.

Annual Maintenance Contract (AMC) for the repairs and maintenance of Computers, Softwares, Projectors, Air Conditioners and other equipments is in place.

6.3.6 Human Resource Management

- Self Appraisal and API help in assessment of the faculty.
- Staff attendance is monitored on daily basis.
- Efforts are taken to train the faculty and staff to update their knowledge.
- IQAC creates awareness among faculty on quality in teaching & learning.
- Grievance redressal cell addresses issues for both staff and students.
- Service books, employee record, incoming and outgoing formalities are maintained.
- In case of overtime, compensatory off is provided to class IV employees.

6.3.7 Faculty and staff recruitment

Regular Faculty recruitment is done according to UGC norms and Govt. of Maharashtra Rules and Regulations.

Visiting faculty is appointed considering the academic qualifications, teaching abilities and also on the basis of professional experience.

6.3.8 Industry interaction/Collaboration

- o Industrial visits are conducted by almost all departments of both the aided and unaided sections and this is an annual feature.
- o Internship of P. G. students in renowned organizations.
- o For career guidance and counselling, experts from various industries are invited to speak.
- o A few industries sponsor college events.
- o Interaction with industry helps to provide industrial visits.

6.3.9 Admission of students

*Admissions are given as per the eligibility criteria and the intake capacity for various programs prescribed by the SNDT Women's University.

*Online admission procedure is followed.

*Admission Committee supervises the admission process.

*Admission process is streamlined in one venue which helps facilitate the process very efficiently. A useful feature of the process is counseling of students by teachers at the time of admissions.

6.4 Welfare schemes –

Teaching	* Financial assistance is made available to teachers (working in self -finance programmes) as an incentive for pursuing minor research. * Reimbursement of Registration fees paid at seminars/ conferences/ workshops to encourage teaching & non-teaching staff.
Non-teaching	* Laundry allowance and uniforms are given to Class IV employees. * Financial help is provided to non-teaching staff through 'Students-Staff Welfare Fund' contributed by the teaching faculty.
Students	* Financial support is provided to needy students through 'Students-Staff Welfare Fund' contributed by the teaching faculty. * Book Bank facility is available.

	* Initiatives are undertaken for Placement, Career Counseling and Self defense of students.
	* Camps were conducted for the students health- check up.
	* Gymkhana and playground is available for indoor and outdoor games.
	* There is a doctor on call in case of emergencies.

6.5 Total corpus fund generated:

Rs. 2,60,00,000/-

6.6 Annual financial audit done: -

Yes

6.7 Whether Academic and Administrative Audit (AAA) have been done? Yes

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal & Management
Administrative	Yes	-	Yes	Ketkar & Company Govt. of Maharashtra- (viz. A.G. office)

6.8 Does the University / Autonomous College declare results within 30 days?   YES (results)

For UG Programmes   Yes   ✓   No ☐
For PG Programmes

Yes   ✓   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

* ATKT exams for all semesters are held twice a year i.e. in March/April and October/November.

* Additional exams are held after the regular exams for those students who were unable to appear for their regular exams due to their participation in State and National level sports and Cultural activities.

* Uploading Exam Time table and notices on university portal.

* College receives external exam question papers 30 to 40 minutes before the exam under strict control of university department of Computer Science and I.T.

* Rechecking and Revaluation facility as well as photocopy of answer-sheet is provided to the student.

* Bar Coding is used on answer-sheets.

* CGPA system is introduced for the award of degree.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

A meeting of Principals is organized to encourage and consider autonomy as an option.

6.11 Activities and support from the Alumni Association

A couple of informal meetings were arranged with the alumni during the current academic year. The programmes such as – lectures, demonstrations, field visits, sponsorship etc. have been provided by our alumni who are working in varied fields.

6.12 Activities and support from the PTA

Head of the Institution, HODs and teachers interact with the parents as and when required to communicate academic progress, attendance and their behavioural issues, if any. Most departments conduct Parent-Teacher meetings even though there is no formal Parent-Teacher Association in the institute. During these meetings parents are given a general idea about the course and the curriculum. Parents are informed about attendance rules, exam schedules, other rules and College activities.

Parents are told about the progress of their children. Results of last semester or internal tests are discussed and parents are guided about how to improve their ward's performance. They are asked to encourage students to give more time to studies.

6.13. Development programmes for support staff: Nil

6.14. Initiatives taken by the institution to make the campus eco-friendly

- Tree plantation has been done in College campus and also in adopted area.
- Cleanliness drives in college campus.
- Swachha Bharat Abhiyaan on the occasion of Gandhi Jayanti in the 1st week of October.
- A lecture on water management by Mr. Dillip Kulkarni was arranged at special camp in an adopted area under NSS.
- Environment awareness lectures were organized for students and for community people.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

We have continued with certain existing practices in the current academic year.

- o Regular meetings and dissemination of information
- o Continuous evaluation of students
- o Book bank scheme offered by the college allows students to use library books throughout the academic year.
- o Presenting and publishing research papers by all faculty members and students.
- o Financial aid is provided to economically weak students contributed by teaching staff.
- o Regular health checkups are conducted for students.
- o Achievers are felicitated
- o Bio-metric system is in place which helps to keep check on regularity in attendance of staff   members.
- o CCTV surveillance of the college campus provides security and helps to check unauthorized   entries into campus.
- o Basement place allotted for gymkhana/gymnasium and socio-cultural activities
- o Maximum space utilization in the college premises

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- o IQAC has developed quality indices to monitor and improve attendance, results, classroom and lab quality etc.

- o The curricula is revised and improved towards a learner centric approach.

- o Orientation programs are conducted for faculty members for enhancing teaching-learning process.

- o Participatory learning methods are implemented

- o Departments have imbibed quality research culture

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Enhancing Teaching and Learning Process

Enrichment of Research

Provide the details in annexure (annexure need to be numbered as i, ii, iii)

Annexure-----Best Practices, 2016-17

7.4 Contribution to environmental awareness / protection

<u>The College has adopted several measures to create environmental awareness. Some of them are:</u>

1. Conduct environmental awareness programmes through NSS.
2. College organised 'Van Mahotsav'/ Tree Plantation at College campus and in adopted area in collaboration with Gardening Dept. of MCGM, Andheri, Mumbai.
3. Cleanliness drives as part of 'Swachhata Abhiyan' at College campus and in adopted area.
4. Drawing, Slogan Competitions were also organised.
5. Sensitize students to take part in Environment activities.

7.5 Whether environmental audit was conducted?

Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength

- Supportive Management and Faculty
- Unity amongst staff and Supportive non-teaching staff
- Qualified, competent, well experienced and dynamic faculty
- Participation of teachers and students in seminars/conferences/workshop and research activities.
- Study materials prepared by teachers- systematic and detailed
- College is encouraging its faculty and students to carry out research
- Continuous guidance and support to student for academics and personal life by faculty
- Systematic conduction of events and encouragement to students given by teachers to participate in various activities
- Exposure to co-curricular activities and workshops to build overall personality of students
- Book bank facility
- Community work to understand social responsibility

Weakness

- In spite of having well experienced and dynamic faculty, there is still a shortage of qualified faculty in some of the departments.

Opportunities

- Exploration of technology and ICT facilities
- Well equipped library
- Improvement in employability skills
- Skills development opportunity for further enhancement.
- Collaborations/Linkages with industry and other academic institutions

Threats/ Challenges

- Decreasing number of students due to marriage, financial constraints and migration of families to another suburb

Criterion – VIII

8. Plans of institution for next year

> ➢ Improvement in results
>
> ➢ Organize Seminars / Conferences /Workshops.
>
> ➢ External Academic Audit
>
> ➢ Linkages with other Institution/Industries

Sd/-
(Krishna Gaikwad)
Signature of the Coordinator, IQAC

Sd/-
(Dr. Smriti Bhosle)
Signature of the Chairperson, IQAC

L.J.N.J. Mahila Mahavidyalaya, Vile Parle (E), Mumbai-400057

Academic Calendar for year 2016-17

Day and Date	Events
13th June , 2016	Academic year begins
5th July, 2016	Celebration of Centennial Year of SNDT Women's University, Mumbai
By 28th June, 2016	Submission of Teaching Plans
27th July, 2016	Selection of C.R. & G.R.
Last week of July, 2016	NSS Orientation
10 &11th August, 2016	Hosting of Sr. Inter-Collegiate Badminton, Table Tennis, Chess, Carom- tournaments and Elocution Competitions on behalf SNDT Women's University, Mumbai.
15th August,2016	Independence Day Celebrations
21st August, 2016	Workshop on Content analysis by Dept. of English.
Last week of August, 2016	Distribution of books through Book Bank.
2nd week of September, 2016	Staff Academy Programme
13-17th September, 2016	Various Competitions under Student's Council
20th September, 2016	Organization of Garba
19th -24th September,2016	ATKT Exam.
26th -30th September,2016	Inter-Collegiate Elocution competitions
15th October, 2016	Dr. APJ Abdul Kalam 'Vachan Prerana Din' celebration.
24th October,2016 to 14th November, 2016	Diwali Vacation
21st to 26th November, 2016	B.A./B.Com./B.C.A. Semester I Exam.
25th November,2016	Celebration of 'Constitution Day'
1st week of December,2016	Inter-Collegiate Dance Competitions
20 & 21st December, 2016	Annual College Gathering
16-17th December, 2016	Annual Sports
26th December 2016 to 2nd January, 2017	X'mas vacation

19th to 25th December, 2016	NSS Camp
2nd week of January, 2017	Staff Academy Programme
2nd week of January, 2017	Prize Distribution and College Magazine "Tejas" publication
17th January,2017	'Vardhapan Din' celebration by college management
27th February, 2017	Celebration of Marathi Bhasha Din
1st week of March, 2017	ATKT Exams.
8th March, 2017	Celebration of 'Women's Day'
1st week of April, 2017	B.A./B.Com./B.C.A. - Semester II Examinations.
3rd May,2016	Term ends.

Part B – 1.3
Feedback from Students
2016 - 2017

Sr. No.	Question	Very Good (%)	Good (%)	Satisfactory (%)	Unsatisfactory (%)
1	Knowledge base of the teacher (as perceived by you)	70.00	20.00	10.00	00.00
2	Communication Skills (in terms of articulation and comprehensibility)	65.00	30.00	05.00	00.00
3	Sincerity / Commitment of the teacher	70.00	30.00	00.00	00.00
4	Interest generated by the teacher	45.00	35.00	20.00	00.00
5	Ability to integrate course material to provide a broader perspective	75.00	25.00	00.00	00.00
6	Ability to integrate content with other courses	35.00	40.00	25.00	00.00
7	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)	75.00	20.00	05.00	00.00
8	Ability to design quizzes /Tests /assignments / examinations and projects to evaluate students understanding of the course	80.00	20.00	00.00	00.00
9	Provision of sufficient time for feedback	70.00	25.00	05.00	00.00
10	Overall rating	65.00	27.00	08.00	00.00