

## **IQAC Annual Report**

### **Criteria 1 - CURRICULAR ASPECTS**

The curriculum design matches the vision, mission of the institute to reach out to the community with focus on industry, global relevance, entrepreneurship and research, designed in the university format. The entire teaching learning evaluation process seamlessly transitioned into the online mode for the entire academic year. Webinars, guest lectures, innovative audio-visual aids and interactive life and application-based lectures made the delivery of syllabus effective. Latest research and technology was incorporated.

Each department planned a departmental calendar based on departmental and college goals for holistic student development; faculty development; alumni, industry and stakeholder interactions and institutional events and the various recommendations made by the university. Continuous internal evaluation as per university recommendations for postgraduate masters programmes is carried out in the form of projects, written assignment, case study etc. The entire process focused on online teaching mode for the entire year.

The curriculum design ensures that core human values, professional ethics and sensitization to human rights and values that are globally relevant like sustainability and gender studies, happen insidiously in the learner. All departments focus on entrepreneurship at the TY, PG and Masters levels along with professional ethics, environmental studies and sustainability.

### **Criteria 2 - TEACHING-LEARNING AND EVALUATION**

The learning levels are assessed at the time of admission and during the course of the programme. This helps to support students in different ways and bridge the gap between the slow learners and the advanced learners. Orientation programmes/Induction programmes are organized online for freshers by the university, college and by departments.

Additional online classes are conducted for those who had technical problems in joining regular online classes. Group study system, personal counseling, simple course material, etc. are provided to the slow learners and additional learning and research material is given to the advanced learners. Advanced learners are encouraged to enroll in MOOC Courses and are encouraged to organize competitions, seminars, workshops, and to participate and present papers in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions. The academic achievements are duly recognized, rank holders in the University Examination, are honored with scholarships, certificates and medals on the Graduation Day. Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. This helps students from being passive recipients to active and involved stakeholders, and boosts their confidence and encourages them to grasp information at their own pace. Audio- Visual methodology, Google Classroom, virtual Industrial Visits, virtual Field Work experiences and Projects are some of the methods used to provide experiential and participative learning. Course objectives, programme specific objectives and programme outcomes are provided to the students which helps in better understanding. Individual, group assignments and presentations motivate students to work independently and in teams/groups online, it helps to enhance

confidence, develop writing skills and inculcate an interest in research activities. Online class presentations help students to overcome stage fear and develop oratory prowess and acquire experiential learning and problem-solving ability. Discussions and debates on contemporary issues are encouraged for developing reasoning and analytical skills. Ability Enhancement, Generic and Skill Enhancement courses are offered to prepare students for life. Student representatives are involved in the deliberations and decision making at various junctures. This helps in maintaining transparency and inculcates a sense of responsibility in them. Multiple IT enabled tools and portals, Google Services, interactive teaching-learning and evaluation methods are used to support and empower students and staff.

There is complete transparency in the assessment. The criterion adopted is as directed by the university. In orientation, students are informed about the various components in the assessment process during the online semester modes. To ensure proper conduct of formative tests, mock tests with sample questions, proctoring, and all university directives are followed. Noting the values in observation and validating the theoretical aspects, students must submit assignments, projects and performance feedback reports regularly. Day to day performance of the students is assessed for every practical which includes regularity, performance, viva and the promptness in submitting the record. The independent learning, practical approach to the real-time applications is tested viva voce for practical courses. Students are allowed to apply for reevaluation, recounting and can challenge evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation through college. Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students. In strict adherence with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are analyzed by every department for the concerned program. The course outcomes are measured through completion of syllabus, continuous internal evaluation, setting up of question paper, evaluation and results. There is complete transparency in the assessment. Students are given all relevant information regarding the assessment system, the process involved, the outcomes, etc. keeping in mind the university directives

Semester end examination is held for every course and is graded based on written examination. Preparing and adhering to the college calendar planned in the beginning of every academic year also helps in its attainment, Adhering to the college calendar helps in attaining departmental and college goals, however, University calendar and circulars are followed keeping in mind uncertainty due to the pandemic. Employment Placement Cell takes a review of the students career choices so that it can assist in progression to Higher Studies and/or their employment placement.

### **Criteria 3 - RESEARCH, INNOVATIONS AND EXTENSION**

The Institution's Innovation Council (IIC) under the Ministry of Education focuses on creating an ecosystem to foster the culture of innovation and entrepreneurship development. The IIC motivates students to indulge into idea generation, design development process, prototyping and business model development. It also encourages and supports innovative students to take up their ideas and have their own start-ups and entrepreneurial ventures.

Keeping the pandemic restrictions in view, the MIC, Ministry of Education's (MIE's) Innovation Cell, has made provisions to allow us to conduct online activities like webinars, virtual visits, etc using various platforms without compromising the students' benefit. Faculty of our council have also had the opportunity to register as Innovation Ambassador and have attended a training program organized by MIC.

The institute through each department helps students to inculcate the values of respect, commitment, and concern for others; to identify the needs of a community and reach out to vulnerable groups of population. Nutrition and health education, early childhood care and education, clothing and textile-related skills and fitness activities are some of the thrust areas in extension. Extension work is also conducted through the Department of Lifelong Learning and Extension (DLLE) of the University of Mumbai and through NSS. Staff and students have been involved in research and presenting papers. Several have received awards.

#### **Criteria 4 - INFRASTRUCTURE AND LEARNING RESOURCES**

The institute has augmented its infrastructure to cater to the needs of the high demand for the courses. At the time of Pandemic online classes were conducted through Microsoft teams provided by the college, An account was provided to each teaching staff and student to log in the classroom. Examination according to the University of Mumbai guidelines were conducted through the Microsoft Software. The institute has augmented its infrastructure to cater to the needs of the high demand for the courses. There are 714 students enrolled from F.Y.B.Sc. to M.Sc. & Ph.D., accordingly adequate arrangements are made. The entire Institute went through renovation of classrooms, laboratories and other infrastructure during the pandemic period as students and teaching operated from home through online modes. All the classrooms are technically equipped.

The Institution has adequate facilities for cultural activities, sports, games- indoor, gymnasium, yoga etc. During Pandemic the Sports day, International Day of Yoga and Cultural activities -Independence Day and College Day were conducted through online mode. College hall has a seating capacity for 250 used for orientation programmes, seminars, conferences, workshops and examinations. It is fitted with a sound system, mikes, digital screen (size 8' X 6'), LCD projector and computer. However this year every activity was online due to the pandemic. Institution frequently updates its IT facilities including Wi-Fi for classrooms, library, laboratories, staff rooms and offices.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports center, computers, classrooms etc. The governing body of College along with the Principal and IQAC decide the guidelines for overall development and accordingly frame policies based on guidelines of UGC, University of Mumbai and the State Government. There are different committees to look into maintenance and other infrastructural facilities. The Purchase Committee scrutinizes the proposal of fund utilization based on need and requirement to ensure optimal utilization of funds allocated to the respective departments each academic year. The decision is finalized by the purchase committee. Library Advisory Committee consists of Librarian as convener and faculty members nominated as members of the committee by the Principal. This committee meets to discuss the function, requirements, utilization of resources, distribution of funds and other matters

pertaining to the library. The college maintains a contract for annual maintenance of equipment used in laboratories and services such as lift, water sanitation and hygiene, care and maintenance of fire extinguishers. There is a full time computer technician for the maintenance of IT Facilities and staff for various administrative and maintenance work.

The purchase of the following equipment was made:

Solar Panels were installed, **set up six smart classrooms**, Smart camera was procured for recording of classes, public address system for classrooms, several equipments were purchased for all departments, namely psychological tests BAYLEY-4, WISC 5, cloth shredder, digital printing machine, 3 D Printing machine, digital weighing scale, heat press machine, textile ink, Metronome, Baby scale and Omran Karada Scan body, Portable Vacuum PKG 1 machine, CIS-18 Plus Orbital shaking Incubator, Total shield standard 5 user PL 3 sets of Metco Tournament Table Tennis, basketballs and Air walker, electrical wirings were made in staff rooms,

The purchase of the following would be processed: CIS-18 Plus Orbital shaking Incubator, Basket balls 4 pcs, Multifunction machines MFM Model - Xerox Versalink C7020

### **Criteria 5 - STUDENT SUPPORT AND PROGRESSION**

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

The Institution also has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

The elections for the posts of CR and ACR for F.Y.B.Sc. and S.Y.B.Sc. were conducted by the co-ordinators and for the T.Y.B.Sc. by the Heads of Departments. The CRs and ACRs represent the Student Council. The student body has been involved in conceptualizing, planning and conducting several activities that are also aimed at enhancing skills like leadership, event and team management, effective communication, problem solving, conflict resolution, etc. in them. Both statutory and non- statutory committees encourage student participation.

The registration of the alumni association is under process. Alumni with the required expertise and experience are invited to be examiners, resource persons, guest faculty, moderators, mentors, co-guides for research projects etc. The alumnae members also periodically share their professional and entrepreneurial experiences with the students and parents. They form an important source of feedback during syllabus revision. They also help the institute organize various visits, educational tours, internships in the respective industries. Alumni generously contribute towards donation drives.

### **Criteria 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT**

All teaching and non-teaching staff are members of at least one committee/ decision-making body. All plans are made collectively by staff along with the Principal. Major plans initiated and issues raised are discussed by the IQAC, then presented to CMC, CDC and forwarded to the Management for approval if required.

Efforts were made to continue with regular meetings of all committees, albeit in an online format. Planning and implementation of plans, in keeping with the vision and

mission of the college, was undertaken by all committees, focusing on providing learning opportunities and helping the students learn to face professional and personal challenges. The coordinators, HODs, staff, IQAC coordinator, Principal, Incharge Principal, Manager and Management reached out to support the students in different ways. Students were also encouraged to make a positive contribution to society by planning student-led webinars on issues like Women's Safety.

Decentralization and participative management have always been focused on in the college. This enables staff, lower down the hierarchy, to be able to shoulder responsibility and respond quickly to changes. The I/C Principal took charge after the Principal proceeded on leave from 07/09/2020 to 28/02/2021. During this period, she and the examination committee needed to adapt to the changed scenario due to Covid. They made strategic changes involving different stakeholders and were able to effectively conduct examinations online - procuring examination software, training of teaching, non teaching staff and students, executing exams with online proctoring, interacting with university departments. Strengths of staff were tapped, responsibilities were streamlined and well- defined, enabling them to participate in managing the online examination process effectively.

One strategic plan was to design short-term courses based on industry needs and taking cognizance of students' interest. In keeping with the Maharashtra Public Universities Act, 2016 the college planned to apply for University recognition for these new courses as well as existing short-term courses offered by the college. Syllabi for various courses were designed and drafts were shared at CMC and IQAC meetings and forwarded to the CDC and governing body of NNI for suggestions which were incorporated at all levels. After the final go-ahead, the proposed courses were first sent to the UoM on 27th October 2020 and later approved at the ad hoc-BOS meeting on 20th March 2021. They were then reviewed by the Board of Deans, Academic Council, Management Council, and various University authorities, and all the courses (certificate, diploma and advanced diploma courses of varying duration) got the in-principle approval at the university level. After approval from the Chancellor's office, the courses would begin from 2022-23 and they were uploaded on the University website in September 2021.

The college, a Christian minority institution affiliated to the UoM and governed by the Nirmala Niketan Institute Trust (managed by the Daughters of the Heart of Mary) has a two-tier system for its governance.

At the Trust level- Governing Body and office bearers. At the college level- Principal, assisted by IQAC, HoDs and staff. A member of the management is the on-campus Manager. Important decision-making bodies namely IQAC(statutory), College Development Committee(CDC) (statutory) and College Management Committee (CMC) comprise of all stakeholders - the Management, Principal, staff, students, alumni and industry experts. They make plans regarding academic/administrative/ infrastructural matters enabling overall excellence. Recommendations and needs are discussed with the management. The organization of departments includes HoDs, Coordinators, teaching staff, Librarian. The administrative setup consists of Office Superintendent,

Junior Clerks, Laboratory Assistants and Attendants. Statutory and Non-Statutory committees function effectively. Service Rules and Promotions: Rules by UoM, UGC and GoM are followed. All recruitment is as per norms of GoM, UoM and UGC. The Management endeavors to fill vacant positions where NOC has not been obtained/delayed, according to norms of GoM, UoM and UGC. Since the government-sanctioned posts are too few for the functioning of the office, some non-teaching staff are management employees.

For teaching staff, leave has been granted for career advancement (participating in Orientation/ Refresher courses) as well as for them to be with their family e.g for examinations of children, etc. Staff are encouraged to attend workshops and conferences at local/national/international levels. They are also motivated to present papers and posters. On teachers day students expressed their appreciation and gratitude for their teachers. Non teaching Staff are encouraged to attend workshops and conferences. Flexi-timings are permitted on some days for urgent personal work. Wellbeing activities are practiced for them too. To reemphasize the mission of the management and to promote interaction between staff of the Institute, Institute Day was celebrated on 8th December 2020 in an online mode.

Self-appraisal is executed so that reports are prepared to give an assessment of the faculty members. The Performance is self-assessed by duly filling a self-appraisal PBAS form, with proofs of performance by Faculty, at the end of academic year. The applications are then evaluated by respective HODs and Principal. The concerned HODs give their remarks. Wherever, there is scope for improvement, it is communicated to the concerned faculty/staff through the HoDs/ Reporting officials. At the end of every academic year, faculty both teaching and non-teaching also fill Confidential Reports. In case of teaching faculty, the Reporting officers (HODs) give their assessment of different attributes of the faculty , which has to be then assessed by the Reviewing officer (Principal). The Principal's CR is assessed by the concerned management of the institute. Non-teaching staff also fill a CR -Form no 6- which is checked by the reporting officer (Principal) and reviewed by the Reviewing officer (Management) . The internal audit conducted by a Chartered Accountant is shared with the Nirmala Niketan Institute Governing Body. The interim Audit is conducted every 6 months and the queries are resolved at that level before finalization.

Usually in the months of May 2021 and June 2021 the final Audit would have been conducted as usual and the Audited statements would be provided by July 2021, but due to the pandemic, the audit was conducted in December 2021. The Joint Director Higher Education – Mumbai Region and the Accountant General Office are the external auditors of the College. The Accountant General Assessment has been completed till 2002-2003. The Joint Director Higher Education has completed the Assessment of the College till 2015.

The College has handled Minor Research Projects successively at the University of Mumbai. The accounts pertaining to these are included in the general audit. The

Utilization certificate and the Expenditure statement are sent monthly to the RUSA office, for record purpose and as proof towards disbursement of the RUSA grant.

The institution & management makes efforts for mobilization of funds through different means. The college has been granted Rs.2 crore under the RUSA Grant to upgrade its infrastructure of which the first installment of 1 crore has been obtained. The main source of funds is the tuition fee. The institute follows rules and regulations of the Government of Maharashtra, University of Mumbai. Grants received for Minor Research Projects are utilized to purchase laboratory equipment and library books. The College strives to generate funds by collaborating with various organizations to conduct Seminars/Conferences or through providing Consultancy; from conducting Entrance Exams; and organizing fund-raising events. Due to the pandemic, online sessions were conducted and hence very little funds were generated. Alumni make contributions to the college. Individuals/associations are approached to sponsor/ provide scholarship to needy students. Interest from fixed deposits is generated. An annual budget is prepared according to the needs of various departments.

As per the requirements of University of Mumbai, college has a purchase committee which deals with all matters pertaining to procurement including scrutiny of quotations and ensuring documentation is accurately completed. Post the AAA conducted by a team from St. Albert's College, Kerala the Managing Body of the college has drawn a document of Policies, Roles and Responsibilities of Committees which was shared with the IQAC. After many meetings the IQAC made suggestions in order to strengthen processes and improve quality assurance strategies, which were shared with the Management and the auditing team for possible modifications. The IQAC and other organizations arranged training programmes to develop skills needed to adapt to the rapidly changing environment and to prepare for online examinations. Resources were upgraded with greater reliance on MIS, purchase of MS Teams for online classes, hiring the services of Mastersoft for online examinations and strengthening infrastructure to support Covid norms suggested by the authorities. Institution of safety measures to safeguard the health of staff reporting for work. Post periodic reviews of existing processes/structures/operational procedures, college, through IQAC proactively improves various operations and strengthens infrastructure to support these changes. IQAC collected and analyzed feedback from all stakeholders to understand the satisfaction of students and effectiveness of the teaching-learning process. Teachers were encouraged to obtain feedback about their classes and identify whether the planned course and programme outcomes are met.

Structures, methodologies, infrastructure were changed to adapt to an online mode of teaching-learning and to support blended learning. IQAC reviewed these, oversaw implementation of modified timetables and addressed difficulties faced if any. Software was purchased to support online teaching. UoM issued guidelines for conducting online examinations based on UGC directives. IQAC, together with the Examination Committee ensured their implementation and supported modifications. 'Smart' classrooms were set up using funds from RUSA.

Solar panels funded by RUSA were installed to support the increased need for electricity. Staff Rooms, Accounts office and HOD rooms were refurbished. A separate examination room was created to support examinations/centralized assessment.

### **Criteria 7 - INSTITUTIONAL VALUES AND BEST PRACTICES**

Various activities, webinars, etc. were conducted to promote gender equity and sensitization. To ensure the safety (cyber and physical) of staff and students during the pandemic, licensed software were purchased and all protocols prescribed by the Govt, were followed. College has extended socio-emotional support to students through online counseling, mentoring etc. College provides a common room for the girl students with essential and recreational facilities but due to the pandemic it was not utilized.

Facilities for Waste Management:

The institute has facilities for solid, liquid, biomedical and E waste management. There is no hazardous chemicals and radioactive waste management and no waste recycling system plant

There are water conservation facilities available in the Institution

The college also takes up environment and energy initiatives which are also confirmed through various audits like Environment audit, Clean and green campus recognitions/awards, beyond the campus environmental promotional activities, etc

The Institution has disabled-friendly, barrier free environment for assisting the disabled and for easy access to various spaces.

Provision for enquiry and information :Human assistance, reader, scribe, soft copies of reading material, screen reading

The college has taken several initiatives to provide an inclusive environment for the students and faculty as well. It has organized various cultural programmes, fests, sessions, etc. Various programmes and online sessions were organized for the sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. Online Events were organized to celebrate National and International commemorative days, events and festivals.

Two Best Practices that were identified were -MEETING STUDENTS' COMPREHENSIVE NEEDS DURING THE PANDEMIC PERIOD- To support the students and to cover their academic, socio-emotional, mental health, financial needs and also in some cases, those of the family members, each department collaborated with various organizations and resource persons for student field placements, internships, research work, extension work, etc. The second Best Practice identified was WIDENING COMMUNITY OUTREACH THROUGH ONLINE PLATFORMS. The Institute enables the students and staff to extend their knowledge into the community by targeting varied beneficiaries, locally, nationally and globally by conducting webinars, workshops, etc. The students and staff were trained to use different softwares and devices and empowered to interact with various groups and thus realise their own potential.



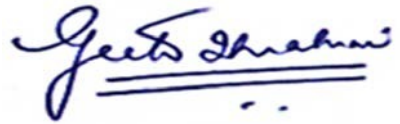
Performance of the Institution in one area distinctive to its priority and thrust- Area of Distinctiveness was WOMEN'S EMPOWERMENT- The college aims at education that is life oriented, community oriented and career oriented. The College has been able to provide environment conscious and socially responsible citizens to the society who not only have flourished in their own field of expertise but also are very bonded to their families, to the college and to the larger society.

**Dr Ela Dedhia**



**IQAC Coordinator**

**Dr Geeta Ibrahim**



**Principal**