

# **The Annual Quality Assurance Report (AQAR) of the IQAC ( 2014-15)**

## **Part – A**

**AQAR for the year**

August 2014 to April 2015

### **1. Details of the Institution**

1.1 Name of the Institution

College of Home Science, Nirmala Niketan

1.2 Address Line 1

49, New Marine Lines

Address Line 2

Mumbai-400 020

City/Town

Mumbai

State

Maharashtra

Pin Code

400 020

Institution e-mail address

info@nirmalaniketan.com

Contact Nos.

022- 22076503

Name of the Head of the Institution:

Dr.(Mrs.) Geeta Ibrahim

022-22007544

Tel. No. with STD Code:

Mobile:

9820153902

Name of the IQAC Co-ordinator:

Dr.(Mrs.) Nirmala Almeida

Mobile:

9619466601

IQAC e-mail address:

nirmala.almeida@gmail.com

**1.3 NAAC Track ID**

MHCOGN 10246

*(For ex. MHCOGN 18879)*

**OR**

**1.4 NAAC Executive Committee No. & Date:**

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

EC( SC) /03/RAR/77

1.5 Website address:

www.nirmalaniketan.com

Web-link of the AQAR:

<http://nirmalaniketan.com/naac-rar-submission/pdf/AQAR-Report-2014-2015.pdf>

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	1 <sup>st</sup> Cycle	B+	78.00	March 2003	March 2008
2	2 <sup>nd</sup> Cycle	B	2.90	June 2009	June 2014
3	3 <sup>rd</sup> Cycle	A	3.11	September 2014	September 2019

1.7 Date of Establishment of IQAC : DD/MM/YYYY

28<sup>th</sup> February 2005

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

- i. AQAR 2009-2010: November , 2010
- ii. AQAR 2010-2011: November, 2011
- iii. AQAR 2011-2012: September, 2012
- iv. AQAR 2012-2013: September, 2013
- v. AQAR 2013-2014: February, 2014

1.9 Institutional Status

University                      State  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  

1.10 Type of Faculty/Programme

Arts         Science         Commerce         Law         PEI (Phys Edu)  

TEI (Edu)         Engineering         Health Science           
Management

Others (Specify)     

1.11 Name of the Affiliating University (*for the Colleges*)     

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

Autonomy by State/Central Govt. / University     

University with Potential for Excellence            UGC-CPE

DST Star Scheme

UGC - CE

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any Other (*Specify*)

NA

UGC-COP Programmes

NA

**2. IQAC Composition and Activities**

2.1 No. of Teachers

8+ 1 Principal

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

0

2.4 No. of Management representatives

1

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and  
community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

2

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  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

International Conference –“ Green Fashion– A Way of Life”

Institutional level ( Illustrative )

1. Nutritional Solutions for Changing Lifestyle
2. Food Safety and Hygiene
3. Nutrigenomics
4. Marital Therapy
5. Yoga and Psychology-The Confluence
6. Ethics and Governance in Education
7. Accessory Designing
8. Career Paths in Textile Apparel and Fashion
9. Trend Forecast
10. Fruit and Vegetable Carving

## 2.14 Significant Activities and contributions made by IQAC

1. Obtaining an A grade from NAAC.
2. Organizing an International Conference on “ Green Fashion – A Way of Life”.
3. Facilitating increased research output and an enhanced research climate ( projects, presentations, publication ,awards active functioning of the Ethics Committee).
4. Organizing the program for the students of Belgium who had come to the college as part of the student exchange program.
5. Facilitating an increased number of sessions / workshops for the students in the college , eg “ Nutrigenomics “ , “Marital Therapy”, “ Yoga and Psychology-The Confluence “ , Ethics and Governance in Education” , Accessory Designing.”
6. Revision of the FYBSc curriculum so as to make it more student friendly and responsive to the emerging needs and trends .
7. Facilitating the interviews of candidates aspiring for the PhD so as to speed up the registration for the PhD . Also initiating cross faculty registration of candidates aspiring for the PhD .
8. The postgraduate students of the Departments of Foods , Nutrition and Dietetics, Sports Nutrition and Food Processing and Preservation were given an opportunity to attend common lectures conducted at various colleges such as Jaihind College , Ruia College, Somaiya College etc. This enabled the students to benefit from the expertise of the resource individuals and also increased the linkages of our college with various institutions .

## 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 handle the problem of space constraints.	It was not possible to increase the available space but space was used more economically , efficiently and for multipurposes.
2. To increase the number of students participating in local and intercollegiate activities.	This year the number of students who have participated in events outside the college have soared. 508 students participated in local sports events, and 13 in intercollegiate sports events. Also 249 students participated in local cultural events and 65 in intercollegiate cultural events.
3. To organize an International Conference.	This year the Department of Textile and Fashion Technology in Association with the Consortium of Green Fashion organized an International Conference on “ Green Fashion- A Way of Life.”
4. To sensitize students to the need for environmental conservation.	The International Conference organized by the TFT department helped to send a strong message that Green Fashion is the only option for the future.



<p>5. To move in the direction of applying for Autonomy.</p>	<p>Experts were invited to share their views on Autonomy particularly the benefits and the challenges it presents.</p>
<p>6. To be proactive in the establishment of the NSS.</p>	<p>Information was collected from the University regarding the steps to be taken and the documents to be procured prior to starting the NSS in the college. Also the college took the initiative and applied for the NSS.</p>
<p>7. To sort out issues pertaining to the Pension and Provident Fund.</p>	<p>PF statements were given to the staff after communication with the accounts office in the college and pension settlements for those who had retired were sorted out at the Joint Director's office.</p>
<p>8. To make the gym more visible and to integrate the activities of the gym with the diet counselling center.</p>	<p>The college invested in advertising the gym in order to attract greater numbers . This year the gym personnel worked hand in hand with the diet counselling personnel. Those attending the gym in need of diet modification were referred to the diet counselling center and were followed up on this aspect. Also those who went for diet counselling who needed to shed weight were referred to the gym and were followed up on this aspect.</p>

<p>9.To collaborate with the Ghent University, Belgium in relation to the student exchange program .</p>	<p>This year students from the Ghent University visited our college as part of the student exchange program ( the previous year our students had gone to Ghent University). These foreign students were exposed to the courses in our college. They visited the institution and appreciated its functioning. They also visited reputed schools in Mumbai, sampled the Indian culture and felt the pulse of the people in Mumbai.</p>
<p>10.To plan for a revised syllabus and to initiate the revision of the FYBSc syllabus .</p>	<p>The FYBsc syllabus was revised keeping in mind the emerging needs of the students and the academic and market trends.</p>

*\* Academic Calendar of the year is attached herewith in Annexure I.*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

## Criterion – I

### 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
PhD	1			
PG	1		2	
UG	1			
PG Diploma	1			
Advanced Diploma				
Diploma				
Certificate				6
Others				
<b>Total</b>	4		2	6

Interdisciplinary				4
Innovative				5

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6 ( F.Y.B.Sc, S.Y.B.Sc ,T.Y.B.Sc, M.Sc I, M.Sc II, P.G.Diploma)
Trimester	
Annual	

1.3 Feedback from stakeholders\*Alumni

Y  Parents  Y  Employers  Y  Students  Y

(On all aspects)

Mode of feedback

:Online  Y  Manual  Y  Co-operating schools (for PEI)  --

***\*Please provide an analysis of the feedback in the Annexure***

(The college is submitting the first AQAR post NAAC reaccreditation. Hence feedback of the curriculum is in process).

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

Updated the F.Y.B.Sc. Semester I and Semester II Syllabi

Salient aspects of the revision:

- The number of theory subjects was reduced from 9 to 5 per semester.
- The subjects (theory) deleted were “Principles of Design” and “Consumer Education”.
- The subjects (practicals) deleted were “Principles of Design” and “Children’s Clothing.”
- The new subjects (practicals) introduced in semester I were “Aesthetics in Interiors” and “Pattern Making and Styling for Kidswear”.
- The new subjects (theory) introduced in semester II was “Introduction to Tourism and Hospitality Industry”.
- The new subjects (practicals) introduced in semester II were “Garment Construction and Styling for Kidswear”, “Skills for the Hospitality Industry” and “Introductory Food Analysis and Biochemistry”.

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

None
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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors and Librarian	Associate Professors	Professors	Others Principal
28	16(including 1 Librarian)	11	0	1

2.2 No. of permanent faculty with Ph.D.

11
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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
1	1	--	--	--	--	1	--	2	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

10
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26
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1
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	18	6
Presented	15	17	3
Resource Persons	4	4	9

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

- Experiments and demonstrations.
- Simulation techniques.
- PowerPoint presentations by staff and students.
- Movies, documentaries and videos.
- Readings and guided discussions of extracts from books, newspaper clippings and articles from journals and magazines.
- Writing and interpreting case studies, preparing snapshots of exceptional children.
- Conducting surveys.

- Conducting sessions/activities based on problem solving techniques.
- Use of anecdotes and illustrations.
- Role-plays, street plays, skits, puppet shows, songs, dumb charades, games, short stories.
- Encouraging students to participate in workshops and seminars related to their fields of specializations.
- Lectures and workshops by resource people and experts of national and international repute.
- Organization of exhibitions, displays, seminars and conferences.
- Visits to exhibitions, industries, hotels, hospitals, laboratories, old-age homes, orphanages and homes for the destitute women etc.
- Rural camps and study tours with detailed report presentations.
- Internship programmes at food and textile industries, hospitals, export and manufacturing units, hospitals, research laboratories, hotels, schools and community centres/organizations, projects and assignments, etc.
- Encouraging students to engage in research and present and publish their findings under the supervision of their guide.
- Initiating academic exchange programmes with universities abroad to facilitate the learning process.
- Collaborations with programmes such as the University of Mumbai, Department of Lifelong Learning and Extension to transfer learning experiences from the classrooms to the community.

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)

5

1. An Examination Committee has been appointed.
2. A Central Assessment Programme (CAP) committee has been appointed.
3. Examination- related information has been regularly uploaded and updated on the college website.
4. Assessment and moderation of theory papers was accomplished under the Centralized Assessment Programme in the college premises for the F.Y.B.Sc. and S.Y. B.Sc. levels.
5. The students of the F.Y.B.Sc and S.Y.B.Sc. levels were provided with photocopying facilities for their answer booklets.

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

27(Curriculum)	5(BOS)
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2.10 Average percentage of attendance of students

85
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction % O Grade	I % A Grade	II % B Grade	III % C Grade	Pass % DGrade
B.Sc.(H.Sc)	107	1.9	48.6	32.7	9.3	0.9
M.Sc.(H.Sc)	64	3.1	68.8	20.3	1.6	-
P.G.Dip in Dietetics	12	-	33.3	50	-	-

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

- The IQAC is an important body of the college. Decisions regarding the organization of curricular, co-curricular and extracurricular activities and policy decisions are routed through the faculty who are active members of the IQAC. The members of the IQAC represent their specializations and discuss pertinent needs or areas for growth of each specialization. According to the requirement, the IQAC decides on conducting workshops, seminars, training programmes and industrial visits at local, national and international levels to facilitate the teaching learning process. The multidisciplinary activities give good exposure to students and staff to newer frontiers of knowledge.
- The IQAC helps the college in generating good practices, in planning, implementing and evaluating the outcome of academic performance of the Institute. It assists in developing realistic quality benchmarks for academic activities. It facilitates quality sustenance by organizing seminars/workshops/lectures/group discussions on relevant topics for different specializations. It also organizes multidisciplinary and multi-institutional quality enhancement activities leading to the holistic development of students.

- The IQAC is involved in developing action plans for the academic year. It gives relevant suggestions from time to time for the improvement of infra-structural facilities to promote the teaching–learning process. It assists in revising the Teachers Assessment questionnaire (TAQ) and in modifying evaluation techniques.
- It enlightens staff about innovative teaching methods/aids/ICT that can facilitate the teaching-learning process. It informs staff about UGC/University major research and minor research projects and their guidelines as well as available funding agencies and encourages them to apply for the same.

Some specific ways in which the IQAC Contributes/Monitors/Evaluates the Teaching & Learning processes are as follows:

- A biometric attendance machine helps in monitoring attendance of all teaching and non-teaching staff.
- Teaching work plans are submitted by all faculty members for each subject at the beginning of the academic year and these are reviewed by the principal.
- A teacher diary is maintained by each staff member which helps in monitoring the work plan.
- New faculty and those teaching new courses are oriented and mentored to facilitate professional competence.
- The teaching learning process is regularly evaluated by oral feedback and the administration of the TAQ.
- Remedial teaching and coaching are conducted to improve the performance of the students.
- Staff are appointed as mentors for students to facilitate academic and personal problem resolution.
- Students falling short of 75% attendance are provided with communication regarding the same so that they can get an opportunity to improve.
- A grievance redressal cell has been established to encourage the expression of concerns related to the teaching learning process and resolution of the same by the management / principal/relevant staff.
- Parents have been involved in the teaching learning process via parent orientation programs where they are made aware of the diverse courses and future prospects and are invited to give feedback and suggestions on a host of issues.
- Meetings are regularly held. All staff meetings are held once a month to discuss issues pertinent to all staff .Department and committee meetings are held twice a month to discuss issues relevant to that department or committee .Teachers in charge of practicals meet periodically to discuss the format for providing skills to the students.



### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	0
HRD programmes	27
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	6
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	27
Others (Participation in local level seminar)	8

### 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
Administrative Staff	22	4	2	2
Technical Staff	-	-	-	2

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Motivating staff to apply for grants from different funding agencies.

Outcome: 2 minor research grants from the University of Mumbai of Rs. 30,000 each;  
1 UGC minor research grant of Rs. 200,000.

- Students and staff were assisted in the process of sending papers for presentation in National/International conferences (especially the Indian Science Congress hosted by the University of Mumbai) and publication in conference proceedings/journals.

Outcome: Almost all teachers and several students/ex-students made presentations at the Indian Science Congress.

Fourteen teachers have publications to their credit in conference proceedings/journals/books.

- Motivating the fresh batch of M.Sc.2 students to publish their papers along with their guides.
- Reinstating a functional Research Centre, after the resignation of former Research Director. The IQAC took the initiative towards appointment of a Research Director and Research Assistant, publication of the January 2015 issue of the Research Reach, and reviving the Ethics Committee for scrutiny of several studies at the MSc and PhD levels.

Future Plans: Organizing a 2 day UGC –sponsored National level workshop on Writing of Research Papers in July 2015.

Translational Research: Sharing of research findings with media/ in group discussions / public platform for the benefit of society.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	--	1	--
Outlay in Rs. Lakhs	1.75	--	2	--

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	9	--
Non-Peer Review Journals	1	0	--
e-Journals	14	5	--
Conference proceedings	5	7	--

### 3.5 Details on Impact factor of publications:

Range  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	Mar 2015-Mar 2017	UGC	2,00,000/-	---
	2013-15		70,000/-	50,000/-
Interdisciplinary Projects	---	---	---	---
Industry sponsored	18 <sup>th</sup> Feb, 26 <sup>th</sup> Feb	Tata Chemicals	45,000/-	45,000/-

Projects sponsored by the University/ College	2014-15	University of Mumbai	30,000/-	25,000/-
	2014-15	University of Mumbai	30,000/-	25,000/-
Students research projects (other than compulsory by the University)	---	---	---	---
Any other(Specify)	2014-15	Various Textile Industries	Materials & Equipment	Materials & Equipment
Total			3,75,000 + Textile Materials	1,45,000 + Textile Materials

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

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges 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	1			1	10
Sponsoring agencies	Consortium of Green Fashion & School of Fashion Technology			School of Fashion Technology	PFNDAI; Society of Dyers and Colourists

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

20

3.13 No. of collaborations

International

4

National

12

Any other

100

3.14 No. of linkages created during this year

104

3.15 Total budget for research for current year in lakhs:

From Funding agency

3.15

From Management of University/College

0.60

Total

3.75+ Textile Materials

3.16 No. of patents received this year

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

Total	International	National	State	University	Dist	College
9	3	4	2	--	--	--

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

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)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

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:

level	University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
	National level	<input type="text" value="--"/>	International	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="35"/>	
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="--"/>	Any other <input type="text" value="3"/>

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

**Extension and ISR Activities of the Department of Foods, Nutrition and Dietetics (FND)**

- **Rural camp to Kolad** -T.Y.B.Sc. (FND) (Total No. of students: 36) participated in a rural camp from 9<sup>th</sup> to 11<sup>th</sup> December, 2014. Students visited various 'Padas' of the location and conducted various sessions for women and children to create awareness about good nutrition and hygiene.
- **Rural camp to Umbergaon** -PGD Dietetics and Applied nutrition (Total No. of students: 16) participated in a rural camp from 12<sup>th</sup> to 14<sup>th</sup> February, 2015.
- **Workshop on Nutrition at Karasgaon**- Msc II FND (for adolescent boys, girls and youth on aspects of Nutrition) -10<sup>th</sup> Dec 2014. Students demonstrated low-cost nutritious recipes to the villagers and created nutrition awareness through street plays and oral sessions.
- **ICDS Anganwadis**-T.Y.B.Sc. (FND): On 23<sup>rd</sup> January, the students conducted programmes for children in 4 anganwadis. They dealt with topics pertaining to a balanced diet and cleanliness and hygiene in a fun way, with games and songs.
- **St. Jude India Child Care centres for children with cancer-NGO ACTREC (Tata Memorial Centre), Kharghar. Indian Cancer Society, Parel.** Students conducted sessions on healthy eating.

- **Bone Mineral Density (BMD) camp** in collaboration with Glenmark Pharmaceuticals, 26<sup>th</sup> Feb 2015. The teaching and non-teaching staff of the college and the Nirmala Niketan College of Social Work were assessed for their Bone Mineral Density and given appropriate advice.

### **Extension and ISR Activities of the Department of Human Development (HD)**

- **Activities for Children at an NGO**, 17-9-2014, conducted by the TY BSc and MSc2 students of the Department of Human Development for children at **Hamara Foundation**, an NGO catering to street children.
- **Activities for Children at a Remand Home**, 17-9-2014, conducted by the TY BSc and MSc2 students of the Department of Human Development for the children at the **Dongri Children's Remand Home**.
- **Vaijapur Extension Trip of the TYBSc students of the Department of Human Development**, 9-12-14 to 11-12-14. Activities conducted through the DHM Institute at Vaijapur, Maharashtra. Key activities included: Visits to many villages (e.g., Maski, Loni, Indira Nagar, Hingoni, Kanaksagaj) and conduction of games and action songs for the village children, role plays for the adult villagers (on alcoholism, child marriage, female infanticide and other socially-relevant topics), and teaching of crafts using indigenously available material and dances to women and children; teaching crafts and dances to the hostelites at the DHM centre; conduction of a workshop on Positive Thinking with the older girls in the hostel; conduction of workshops on Family Life Education and Building Self-Esteem with the students of standards VIII, IX, and X at the Karuna Niketan School at Vaijapur; conduction of a Mela and cultural-exchange programme for the children of the Durgawadi slum area.
- **Karasgaon Extension Trip of the MSc students of the Department of Human Development**, 9-12-14: Workshop on "Making storybooks for young children" conducted for 17 students of the Gyan Jyoti Community College at Karasgaon (a DHM College), (tribal area) Maharashtra.
- **Workshops on "Managing Emotions" and "Healthy Relationships" for children at a remand home**, 17-12-2014, conducted by the TY BSc and MSc2 students of the Department of Human Development for the children at the **Dongri Children's Remand Home**.



- **Recreational Activities for the Elderly at an Old Age Home**, 7-1-2015, organized by the TY BSc and MSc2 students of the Department of Human Development for the elderly at the Shepherd Widows Home for the Aged, Byculla.
- **Workshops on “Positive Thinking” and “Improving Self-Esteem” for children at a remand home**, 24-1-2015, conducted by the TY BSc and MSc2 students of the Department of Human Development for the children at the **Dongri Children’s Remand Home**.
- **Recreational Activities for the Elderly at an Old Age Home**, 28-1-2015, organized by the TY BSc and MSc2 students of the Department of Human Development for the elderly at the All Saints Home (an old age home), Mazgaon.
- **Workshop on “CV Writing & Preparing for and Facing an Interview” for Teacher Trainees at a Municipal School**, 14-2-2015, conducted by TY BSc and MSc2 students of the Department of Human Development for the teacher trainees at Muktangan’s Teacher Education Centre, Sayani Road BMC School.
- **Workshop on “Raising Self-Esteem” for Teacher Trainees at a Municipal School**, 21-2-2015, conducted by TY BSc and MSc2 students of the Department of Human Development for the teacher trainees at Muktangan’s Teacher Education Centre, Khed Gully Road English Medium Municipal School.
- **Street Play at a Mall**, 28-2-2015, conducted by the TY BSc students of the Department of Human Development, at R City Mall (Ghatkopar) to sensitise the public about the needs of exceptional children. The street play was viewed by approximately 150 people.
- **Elders’ Day Out**, 26-4-15, organised by the Social Service Committee and the MSc1 students of the Department of Human Development for 67 elders from two old age homes (17 from Shepherd Widows Home [Byculla] & 50 from Shree Manav Seva Sangh [Sion]). Key activities included: Transportation to the college in specially arranged buses; tea & lunch at the college; fun games and quizzes in which the elderly whole-heartedly participated (e.g., quiz on Mumbai and Maharashtra, Bollywood song quiz, Bollywood movie quiz); cultural programme for entertaining the elderly; dance and song performances by the elderly.
- **Bal Utsav**, 30-4-15, organised for 46 under-privileged children by the TY BSc and MSc students of the Department of Human Development. Key activities included: Breakfast and participation in learning centres at the college; a visit to the Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, Fort; lunch and a fun quiz at the college. Fully sponsored by the students and the Sangrahalaya.

**Extension and ISR Activities of the Department of Textile and Fashion Technology (TFT):**

The Department of Textile and Fashion Technology organized workshops on a weekly basis as fieldwork conducted by the TYBSc students. 34 TYBSc students were grouped (into four groups) and assigned one community centre each for conducting workshops on a weekly basis as fieldwork and Two-Day Extension Education Programmes (for TYBSc and MSc students separately). The following are the details:

- **Workshops conducted at Bhagin Samaj**, (Khetwadi 12th Lane, Girgaon, Mumbai 400004) from July 2014 -March 2015 for a target group of 15-20 housewives teaching them Traditional Embroideries, Paper bag and envelope making, Paper quilling, Tie Dye and Printing on fabric, Flower making, Tufting and Fabric painting.
- **Workshops conducted at St Catherine** (Veera Desai Road, Andheri West, Mumbai – 400058) from August 2014 -March 2015 for a target group of children and young girls (homeless). These children were taught skills such as paper craft, gift wrapping, bow making, photo frame, painting activities and Indian embroideries were taught.
- **Workshops conducted at Urja** (Dada Saheb Phalke Road, Dadar East, Mumbai-400014) from August 2014 -March 2015 for a target group of homeless and runaway girls (around 5-6 participants). Skills taught included paper craft, embroideries, painting and printing on fabric.
- **Workshops at Sneha Foundation** (Behind Building 11, BMC Colony, Shastrinagar, Santacruz West, Mumbai-40004) from August 2014 -September 2014 for a target group comprising of 8-10 housewives. Skills of paper craft and embroideries, painting and printing, embroideries, mehendi and basics of designing were taught.
- **A two-day Extension programme to Gyanjyoti Community College, Kharasgaon** on 9<sup>th</sup> and 10<sup>th</sup> December 2014. Students of M. Sc. I and M. Sc. II along with two faculty members Dr. Ritu Madhan and Ms. Vibhuti Barve participated in the programme. It involved teaching pattern making (basic and adaptations for variety in styles) and garment construction skills to the target group (48 participants). Samples and drafts were made and donated as resource material for their future reference. Various finishing and quality improvisations in techniques used for stitching and advanced sewing techniques were shared (with special reference in making bags and cholis).

- **A two day extension program at Baal Rashmi (Varana) Vataman 8<sup>th</sup> (night) and 12<sup>th</sup> (morning) December 2014** at Nirmala Niketan Institute situated at Vataman, Vadodara. Students of T. Y. B Sc. were accompanied by two faculty members Dr. Ela Dedhia and Dr. Pratima Goyal. The skills taught included techniques of dyeing and printing of tie n dye, batik, natural dyeing, block and screen printing. It involved making small samples and full length dupattas. Various techniques of quilling were also taught and then used to make accessories like pen-stands, decorating bangles, neck piece using left-over materials and newspapers.

**Extension and ISR Activities of the Department of Community Resource Management (CRM):**

- **Breast-Feeding Week:** Breast-Feeding week was conducted from the 1st-7th of August. An Awareness programme was held on the 5th August 2014. The theme of breast-feeding week was ‘Nutrition- Winning Goal of Life’. The Programme consisted of a role play, puppet show, street play and flash card presentation.
- **Recipe Competition:** The theme was - “Healthy snacks for obese children”. The competition was organized in collaboration with Protein Foods & Nutrition Development Association of India (PFNDAI) on Saturday, September 6, 2014 as part of the Nutrition Week programme.
- **Rural camp to Kolad -T.Y.B.Sc. (CRM)** (Total No. of students: 35) participated in a rural camp organised on 10<sup>th</sup> and 11<sup>th</sup> December 2014 at Mangaon Taluka SevaVikas Deep Sanstha, Mangaon. Awareness programmes were conducted in 5 different villages Koshimble, Kardi, Bhale, Tasgaon and Yerad.

The main objective of the rural camp was learning outside the four walls of college. Programmes conducted by students were income-generating activities (e.g., diya painting for women), entertainment activities for women and children, demonstration of low-cost nutritious food (sukhabhel) and also appropriate cooking methods and their importance, art and craft activities for school-going children, and awareness programmes (i.e., talk on breast feeding, child marriage, sanitation)

- **Extension activities with the Sahara Charitable Trust** for 15 weeks: 24th Nov 2014 to 2<sup>nd</sup> March 2015. Target group: Remand home children. Activities conducted: English speaking skills, good manners, cleanliness and personal hygiene, personality development programmes.
- **Extension activities with Muktangon:** Students assisted parents to learn English. Students helped them in reading, writing, speaking, and listening in English.

- **Chembur Children's Home:** It is a home for children who were either orphaned or with a single parent of low economic level or children who were from other states. Art and craft activities were conducted.
- **Udaan Festival organized by DLLE (Dept of Life Long Learning).** Students participated in the street play and poster competition. The theme was Women Empowerment.

**Other Extension and ISR Activities of the Social Service Committee: 5**

- **Tree plantation:** This year we began with “tree plantation drive” in collaboration with United Way of Mumbai. Twenty four SY BSc students participated in the drive. This activity was accomplished as soon as the college reopened after the summer break.
- **Selling of Indian Flags:** On the occasion of Independence Day, 15th Aug 2014, the committee in collaboration with Hitech Family Enrichment Foundation (an NGO working with mentally challenged young adults), was involved in selling of flags that were made by people who are mentally challenged. Two thousand flags were sold; students took the initiative of selling flags in the college, in their residential complex and to their friends outside the college. All flags were sold and Rs. 6000 was collected.
- **Beach Cleaning:** This year there was a difference in the format and nature of beach cleaning. In the earlier years we used to go once after the final day of ganpativisarjan. This year as this activity was also done in collaboration with United Way of Mumbai, the student volunteers went in batches on 4 days.
  - Nirmalya Collection/Pre-immersion Drive: Students participated in a drive for collection of Nirmalya and other items of idol decoration before immersion (4<sup>th</sup> September 2014 (14 students) and 8<sup>th</sup> September 2014 (6 students) from 3.30 pm to 8.00 pm at Girgaon Chowpatty).
  - Post-Immersion Beach Clean-Up: Clean-up of beach after immersion of the Ganesh idols (5<sup>th</sup> September (10 students) and 9<sup>th</sup> September 2014 (31 students) from 6.30 am to 10.00 am at Girgaon Chowpatty).

As per the requirement the number of students were assigned on respective days. In all 35-40 students participated in the drive.

United Way of Mumbai provided all student volunteers with safety gear. They also gave students a certificate of participation.

- **Screening camp for Anemia and Thalassemia:** A screening camp for Anemia and Thalassemia was organized on the 24<sup>th</sup> of March, which was sponsored by the Lion’s Club International and Parent’s Association Thalassemic Unit Trust (PATUT), Mumbai. The camp was organized by C.B. Patel Research Center, Thalassemia Detection Unit, JVPD, Vile Parle, Mumbai. The team screened 127 participants including students and also some of the teaching and non-teaching staff members. None of the students were found to be anemic and no one was detected with Thalassemia minor or major. Reports were given to students.
- **Blood donation camp** was also organized along with the screening camp for anemia and thalassemia. 10 people donated blood.

**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	1,335.5 sq.m.	NIL	NA	
Class rooms	3 Large 8 medium sized 3 small	1 medium sized	NA as the staffroom was converted to medium sized classroom	
Laboratories	3 Chemistry labs 1 Research lab 1 Food lab 3 Clothing labs 1 Instrument room 1 Interior Designing lab 1 Computer lab	NIL	NA	

	with cybercafé 2 Multipurpose labs(1 <sup>st</sup> floor and 4th floor)			
Seminar Halls	1 Hall  1 AV room /Conference Room	NIL	NA	
No. of important equipment purchased(->1-0 lakh)during the current year	246  (2009-2013)	212  (for further details refer to Annexure 2)	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs 15,345,065	Approximately  Rs 1,441,100	UGC	
Others				

*\*See Annexure -2*

#### 4.2 Computerization of administration and library

##### **General Office:**

Computers=3

Printer= 1 (black and white)

Copier machine=1

Internet facility =all 3 computers

**Account office:**

Computers=3

Printer=

- Dot Matrix=1
- Laser =1

Internet facility available

**Internet Room:**

Computer=1

Internet facility available

**Principal's Office:**

Laptop = 1

Internet facility available

Printer -1

**Heads of Department Room:**

Computers: 3

Printer :1

**Library:**

Computers=8

Modem= 1

Printer= 1

Barcode scanner=1

Barcode printer=1

Library software (SLIM 21)

4.3 Library services:

	Existing Year 2009 - 2014		Newly added Year 2014-2015		Total	
	No.	Value	No.	Value	No.	Value
Texts Books	256	283,044	94	185,339.21	350	468,383.21
Reference Books	267	828,086	55	236,078.53	322	106,4164.53
E - Books	-	-	-	-	-	-
Journals/Periodicals	187	511,018	39	130,156	226	641,174
e- Journals	22	595,898	8	246,307	30	842,205
Digital Database	-	-	-	-	-	-
CD & Video	222	36,615	72	134,43	294	50,058
Others (specify) Newspapers	32		7		39	

*\*See Annexure 3*

4.4 Technology up gradation (overall)

	Total computers	Computer labs.	Internet	Browsing centers	Computer centers	Office	Depts	Other
Existing	84	1	9	9	1	2	9	3
Added	NIL	NIL	-	-	-	-	-	-
Total	84	1	9	9	1	2	9	3

*\*See Annexure 4*



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

1. “RICH PIECE”-CAD software : Training for 9 staff for a duration of 1 week.
2. “AUTOCAD” ID Software –Training for 7 students who have opted for the Interior Designing elective from the Department of Community Resource Management for a duration of 15 days.
3. MS office: Training for FYBSc and SYBSc students for the Value added Computer Course for a duration of 6 months.
4. Coral draw and Adobe Photoshop: Training for TYBSc & MSc students of the Department of Textile and Fashion Technology for a duration of 6 months.
5. SPSS software: Training for MSc part II students for a duration of 1 week.

4.6 Amount spent on maintenance in lakhs:

- i. ICT- Rs. 1,65,860
- ii. Campus Infrastructure and facilities- Rs. 2,29,065
- iii. Equipment - Rs. 2,58,860

TOTAL: Rs. 6, 53,785

## **Criterion – V**

### **5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college offers many services for student welfare and well-being. These facilities are placed under the purview of various committees for ease of functioning, governed by the IQAC. The committees are as follows:

- Student Council
- Cultural
- Sports
- Magazine
- Interfaith
- Women’s Development Cell
- Scholarship
- Library

- Fitness (Diet Counselling and gymnasium)
- Employment Placement Cell
- Social Service

In addition the college also has a counselling centre, research centre, grievance cell, mentoring programme and the alumni association.

The IQAC is involved in enhancing awareness about student support services in multiple ways:

1. The college provides a calendar and handbook which lists the rules and regulations of the college as well as information about various services offered.
2. At every academic level there is an orientation programme for students at the commencement of each academic year. Details of the various facilities offered by the college are presented to the students at that forum. In addition, during parent orientation sessions, the above mentioned information is also provided.
3. An orientation programme was conducted for the F.Y.B.Sc. students on 13<sup>th</sup> June which was attended by 145 students. The parent orientation programme was conducted on 28<sup>th</sup> July. A large number of parents (112) attended this programme.
4. An orientation programme was conducted for the S.Y.B.Sc. students and their parents on 9<sup>th</sup> April which was attended by 132 students and 127 parents.
5. The college has an updated website, where information about various services are indicated. This information is periodically updated whenever required and is accessible to students (present and prospective) as well as their parents.
6. The elections for the posts of CR and ACR at the FYBSc and SYBSc levels are conducted by the co-ordinators while the elections for the same at the T.Y.B.Sc. and M.Sc. levels are conducted by the Heads of Departments. The student council is then selected according to the University prescribed format. The co-ordinators and Heads of Departments are in close communication with students through the class representatives.
7. In addition to the class representatives who are part of the student council, each committee also chooses student representatives to serve on the committees and to function as a communication channel between the committees and the students. This happens via election in the larger classes (due to the large class strength) and via self-choice in the higher classes.
8. In addition, notice boards are placed in strategic locations for students, eg. in the common room, on floor landings and assigned class notice boards, as well as notice boards are placed in each classroom to disseminate information.
9. The public addressal system is utilised efficiently for making announcements.
10. Mentoring is also one of the methods employed to notify students about the student support services. Mentors identify students who may benefit from the counselling,

gym and diet counselling centres and such students are encouraged to avail of these facilities.

11. Students are given opportunities to submit their research papers for publication in the college journal-Research Reach. The Research centre also oversees the Ethics Committee which provides ethical clearance for the M.Sc. and Ph.D students. In addition students are provided with information regarding research competitions eg. Avishkar and other relevant seminars and conferences.
12. The Alumni Association keeps a record of all students graduating/post graduating from our college. Emails and social media are used to communicate with the Alumni, to invite them for get togethers as well as conferences and more especially to keep them updated about the services and courses available in the college.
13. The EPC maintains records of students who seek employment and communicates with them when job opportunities present themselves. They also arrange for prospective job employers to visit the college and address them.
14. The college celebrates the Convocation Ceremony as well as hosts the Valedictory function, where meritorious students are felicitated .This also gives an opportunity for providing information to the students regarding the merit scholarships available in the college.

## 5.2 Efforts made by the institution for tracking the progression

- ➔ Whenever the alumni visit the institute they are asked to update their current status in a register maintained at the reception, this helps the institute in keeping a track about their progression.

## 5.3 (a) Total Number of students

<i>UG</i>	<i>PG</i>	<i>Ph. D.</i>	<i>Others</i>
461	120	10	16 (P.G.Diploma)

## UG

F.Y.BSc	176
S.Y.BSc	144
T.Y.BSc	141
Total	461

**PG**

	AIDED	UNAIDED	TOTAL
M.Sc I	30	30	60
M.Sc II	29	31	60

**P.G. Diploma- 16****Ph.D-10**

(b) No. of students outside the state 11

FYBSC	SYBSC	TYBSC	MSC I	MSC II	PG DIPLOMA
Andhra Pradesh(1)	-	-	Goa(2) Punjab(1) Tamil Nadu(1)	Goa(3) Gujarat(2)	Gujarat(1)

(c) No. of international students

0

No	%
3	0.49

Men

No	%
604	100

Women

Last Year								This Year							
General	SC	ST	OBC	Physically Challenged/LD	NT	SBC	Total	General	SC	ST	OBC	Physically Challenged /LD	NT	SBC	Total
514	12	0	27	2	5	4	50	557	14	0	25	5	4	2	50

Demand ratio: F.Y.B.Sc.– 1: 1  
M.Sc. – 2:1  
P.G. Dip. – 3: 1

Dropout %: 1.44%

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

None

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

The counsellor in the college conducts sessions on an individual level with respect to a host of issues- career and vocation , time management, stress management, peer pressure, self-image, coping with examination anxiety, relationships with parents, siblings, friends, conflicts at the home front/ and in college. In addition the counsellor also conducts classroom sessions where she orients the students regarding the counselling centre and conducts workshops to enhance their personal growth and development.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed*	Number of Students Placed*
HD-6 TFT-4	HD-55 TFT-52	HD-1 TFT-4	HD-9 TFT-7

FND-9 CRM-2	FND-92 CRM-22	FND- 14 CRM-0	FND-17 CRM- 15
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### 5.8 Details of gender sensitization programmes

The College has established a Women’s Development Cell for the staff and students, to enhance understanding of issues related to women and to make them aware of their rights. With this objective in mind the cell organizes seminars, talks and other such events that tackle the problems that women undergo in our society. Women empowerment is the main objective and therefore the cell provides a platform for women to share their experiences and views about their status in society. Indeed a seminar was conducted in the college on the “Health and Nutrition Status of Women of the Jain community in Mumbai”, on 29th November 2014, in the college.

As we are a women’s college, students do not experience sexual harassment in the college. However, coming from protective homes they feel ill equipped to handle sexual advances/harassment on the streets. To help them become aware of the crimes committed against women and to empower them to defend themselves in the eventuality of sex attacks against them, the college organised two programmes namely a talk on “Offences against Women” by Dr.Ubale and Ms.Sangeeta Harjani in collaboration with Y.M.C.A. held on 17th December, 2014 and a talk on “Self-defence” by Dr.Seema Rao, held on 3rd February 2015 , in the hall of College of Social Work, Nirmala Niketan. A poster competition on “Concerns of a Woman” was held on 7th March 2015 in the college. Songs devoted to women were played on the public address system on International Women’s Day.

### 5.9 Students Activities

#### 5.9.1 No. of students who participated in Sports, Games and other events

State/ University level  National level  International level

Intercollegiate: 13 Local: 379 (outdoor)+ 129 (indoor)=508

#### No. of students who participated in cultural events

level                      State/ University level                      National level                      International

Intercollegiate: 65                      Local: 249                      Zonal Level: 1

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level                       National level                       International level

Local: 42(outdoor)+18(indoor)= 60

Cultural: State/ University level                       National level                       International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from the institution	52	Rs. 1,41,945/-
Financial support from the government	3	Rs 18,000/-
Financial support from other sources	6	Rs 48,000
Number of students who received International/ National recognition	--	

5.11 Student organised / initiatives

Fairs : State/ University level                       National level                       International

level                                            

Exhibition: State/ University level                      National level                      International

level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed:

Grievances are attended to and resolved by the Grievance Committee in the College. There are two suggestion boxes placed in the college (one on the first floor and the other on the fourth floor) where students can drop their grievances in writing. These grievances are then addressed or resolved by the grievance committee.

The Grievance Committee of the College consists of representatives of all the stakeholders i.e.

The Principal + a member of the

1. Teaching Staff of the Degree College
2. Teaching Staff of the Junior College
3. Administrative Staff
4. Support Staff
5. General Secretary of the Students Council
6. Management

A meeting of the Grievance committee is held at least once a term. In the Academic Year 2014 – 2015 there were two Grievance Committee meetings held. Grievances received were mainly related to student attendance and infrastructural concerns such as equipment that was not working, necessity of an additional fan in the classroom or request for a canteen. Each grievance was discussed and the action to be taken (where possible) was also specified. The college has a policy and protocol for addressing grievances or complaints. The protocol is as follows. The grievance is handled first with the person towards whom the grievance is directed. If unresolved, the matter is taken up with the coordinator. If still unresolved then the complaint reaches the attention of the Head of Department. Finally if the matter is still not resolved, the grievance is brought to the notice of the Principal/ Grievance Committee for redressal. Most grievances are dealt with promptly. Besides the students, teaching, non-teaching and support staff are also encouraged to utilize the grievance box for their complaints.

This year the university had organised a grievance meeting, for students of various colleges in Mumbai, regarding examination issues. The student council members i.e. Ms.Yogini Roygaga (general secretary), Ms.Vridhi Jain (treasurer) and Ms.Kripa Shah (member), attended this meeting. The student council obtained feedback from all students in the college regarding their examination-related issues. This was then compiled and taken for representation to the University.



## **Criterion – VI**

### **6. Governance, Leadership and Management**

#### **6.1 State the Vision and mission of the institution:**

##### **Vision of the college:**

The college aims at the total development of the Indian Woman, by providing learning opportunities to empower her with knowledge, skills and attitudes, to face personal and professional challenges with confidence, inculcating values of respect, commitment and concern for the service of others, thereby enabling her to make a positive contribution to the society in the 21st century.

##### **Mission of the College:**

- To work dedicatedly towards women's empowerment through socially-relevant, holistic, interdisciplinary education.
- To sensitize students to the needs of others, especially of those less advantaged, and foster a service orientation.
- To respect egalitarian justice, use participatory governance, and build capacity among students and staff.
- To continually innovate and deliver a curriculum that is globally valuable, locally relevant, and responsive to changing times and needs.
- To forge and enhance linkages with communities and organisations at multiple levels (e.g., local, regional, national, and international).
- To contribute to the national and international knowledge base in Home Science and allied fields.

#### **6.2 Does the Institution have a management information system**

##### **Yes. Illustrations of the management information system are as follows:**

- A Biometric system has been installed to record the attendance of all the employees .This data is then sent to the Joint Director for her perusal.
- OPAC data system has been installed in the library to track and manage library resources.

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

#### **6.3.1: Curriculum development**

The Syllabus has been revised for the F.Y. B.Sc. (Home Science) course. This course has been implemented from the academic year 2015-16. It has been made more student friendly. The number of theory subjects have been reduced from 9 to 6 to aid students to focus their attention on more relevant subjects and to perform better. New subjects have been introduced to help students keep in touch with changing times and needs.

The curriculum supports the goals of our college namely the development of women through an education that is life oriented, career oriented and community oriented.

Life oriented- The curriculum addresses the knowledge skills and attitude for successfully meeting needs in everyday life situations such as human relationships, food, clothing and resource management and dealing with challenges effectively and efficiently.

Career oriented- The curriculum is globally valuable and locally relevant. It includes cutting -edge ideas in different fields and is of international quality. There is inclusion of specifically Indian content with emphasis on local and regional settings through research extension and placements. The curriculum is linked with multiple career options at both the undergraduate and post graduate levels. Linkages with the industry GOs, NGOs, academic organisation and research organisations strengthens the career orientation of our curriculum.

Community oriented- The curriculum includes extension and service activities. It extends beyond text books and emphasises the use of participatory hands on teaching learning methods to empower our women learners.

#### **6.3.2: Teaching and Learning**

The IQAC ensures that the teaching learning process is meaningful and relevant by its emphasis on the following

1. Use of innovative, student friendly, student centric, participatory teaching-learning methods.
2. Organising talks on various topics by experts for staff and students.
3. Organising visits to industries , hospitals, research laboratories and other academic institutions.
4. Organising internships for students.

5. Signing of MOUs with departments of other institutions for skill training and additional learning inputs.
6. Encouraging students to undertake assignments for different subjects. It is noteworthy that three SYBSc students conducted a survey on the eating habits of Jain women and as an outcome of the survey they organised and helped conduct a seminar for these women of the Jain Community wherein they provided nutrition- related information to them.
7. Regularly updating the library and improving laboratory facilities.
8. Getting staff to submit their work plans at the beginning of the year and to regularly maintain the teacher's diary.
9. Assessing teachers periodically and communicating feedback to them for improvement of the teaching – learning process.
10. Initiating student exchange programmes .Students from Belgium visited the college from 29<sup>th</sup> November to 6<sup>th</sup> December as part of the educational cum cultural student exchange program with Ghent University, Belgium.
11. Encouraging students to extend their knowledge to various target groups in the community and learn from them through extension programmes in urban and rural areas. For example, the T.Y.B.Sc (Community Resource Management Specialisation) collaborated with the Department of Life Long Learning and Extension of the University of Mumbai. Other specialisations have collaborated with different agencies for their extension work.

### **6.3.3: Examination and Evaluation**

#### **→Examination reforms implemented (2014-2015): Number of reforms: 6**

1. Amended and adopted CBSGS external and internal component (75% and 25% weightage) for all courses at the Semester I to Semester VI ensuring a continuous monitoring of the students' work progress throughout the year as per the University Circular.
2. Amended and adopted scheme of examination for undergraduate theory courses as prescribed by the University of Mumbai with Internal Assessment of 25 marks (One Class Test for 20 marks and Active participation in routine class instructional deliveries, overall conduct as a responsible student, manners, skill in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc. for 05 marks)
3. Question paper pattern for Home Science courses amended as per the guidelines of the University of Mumbai.
4. Amended and adopted duration of two and half hours for all Semester End Examinations with 60 marks as prescribed by the University of Mumbai.

5. Adopted conducting of Semester V by the college on behalf of the University and Semester VI to be conducted by the University of Mumbai.
6. In case of failures in Internal Assessment, a project of 25 marks assigned and graded (15 marks for content, 5 marks viva and 5 marks presentation) as prescribed by the University of Mumbai.

Other examination related procedures as per the existing patterns as recommended by the University of Mumbai.

#### **6.3.4: Research and Development**

The college ensures that high quality research is produced by supporting the staff and students in several ways.

1. Staff are motivated to apply for research grants from different funding agencies.
2. Students and staff are assisted in the process of sending papers for presentation at National/International conferences.
3. The fresh batch of M.Sc. (II) students were motivated to publish their papers along with their guides.
4. A functional research unit was reinstated. Due to the resignation of the former research director, the unit was not functioning to full capacity, hence the IQAC took the initiative towards the appointment of the Research Director, Research Assistant, publication of Research Reach and reviving the Ethics committee for the scrutiny of several studies (M.Sc/Ph.D)
5. Substantial weightage is given to research in the M.Sc. program.
6. Standards of excellence in research have been emphasised at the M.Sc. and the Doctoral levels.

The outcome of all the above, is that many teachers have been awarded minor research projects. They along with their students have presented research papers at national and international conferences and have published research in national and international renowned journals and books. Some have even obtained research awards.

### **6.3.5: Library, ICT and physical infrastructure/ Instrumentation**

#### **Library:**

The library in the college is equipped with a number of national and international research/academic/industry journals including various reputed e-journals (e.g., Journal of Nutrition, International Dyer, International Journal of Sports Nutrition and Exercise Metabolism, Indian Journal of Career and Livelihood planning [IJCLP], Psychological Studies), textbooks, and recent editions of reference books that are pertinent to advanced study/research. In addition, the library also stocks research reports (dissertations, theses, research project reports). These are of great help to the current research aspirants in conceptualizing their research ideas and in understanding the various steps and facets of research. The library also offers soft versions of various reference books and films to facilitate the learning process. Ten computers, all with internet and wi-fi facilities, allow students and staff to surf the Net for print private room for faculty in the library is suitable for quiet writing/ analysis using a laptop. Reprographic facilities on request are also available. To encourage and inculcate reading habits among students a Best Readers Award is given to an under graduate student and a post graduate student.

New developments:

→The library has started an inter – library loan facility with Anjuman - I – Islam’s A.K. Hafiza Institute of Hotel Management and Catering Technology

→A 2- day book exhibition was held on 28<sup>th</sup> and 29<sup>th</sup> January 2015 to enable the college, students and staff to purchase recent publications at discounted prices

#### **ICT facilities:**

The college offers updated ICT facilities to the students and staff. The faculty have access to computers with internet in the staffrooms, library, and cybercafé (without charge). Students can access computers, internet, and printing facilities in the library and in the cybercafé (at a minimal cost). Based on student request, multiple plug units have been installed in the library, and the corridors adjoining the library for students who wish to work on their laptops. These facilities allow students and faculty to locate relevant literature, analyse, and write their research reports. Internet access is also provided to all offices and Heads of Department room. The college purchases new PCs to keep up with the growing demand. Upgradation of SLIM software (& AMC for 2 years for SLIM software) and automation work (bar codes) in the library and computerization of self-financing courses’ fee programme in the Accounts department has been accomplished.

### New Developments

Since a high priority is given to technology, money has been invested in the same. The following have been purchased, Computers ( 3 ), Window licences ( 5), Dell mouse ( 24), Antivirus ( 12), Office Licence (10), VGA cables (10) Printer (1), and Printer Cartridge (1)

### **6.3.6: Human Resource Management**

#### **Students:**

1. Leadership camps were organised for members of the student council to help them develop leadership skills and strategies.
2. Extension activities were organised to sensitize students to the needs of the underprivileged sections of society.
3. Competitions were conducted to promote literary skills.( e.g., poetry, limerick writing etc.)
4. A talk on Secularism was organised with an attempt to encourage students to rethink their perspectives about judging people of different communities, castes, etc.
5. Students were encouraged to be creative and showcase their talents at Nirmal Utsav (the annual cultural event) and at various collegiate and intercollegiate events.
6. To promote physical health and fitness students were encouraged to avail of services at the diet counseling centre and gymnasium. An Anaemia and Thalassemia camp was organized in order to detect those students who needed intervention. An annual sports day was also organized for them.
7. To foster mental health, a counselor is available in the campus to help students handle personal or vocational concerns. She also conducts sessions for students on a host of issues.
8. Workshops organised for the students and value added courses help to foster in them creativity, entrepreneurship and develop specific skills.
9. A picnic was arranged for the students for the purpose of recreation and to build a sense of camaraderie.
10. As members of various committees, students were given opportunities to enhance their leadership, organizational, report writing and other skills.

**Staff:**

1. Staff are provided with continued support and encouragement for participation in refresher courses, seminars and workshops.
2. The faculty are also encouraged and supported to make paper or poster research presentations at local, national and international levels.
3. To promote physical health and fitness ,health camps were organised (viz. Bone Mineral Density Camp and Anaemia and Thalassemia detection camp) for both teaching and non-teaching staff in order to detect whether Anaemia and Thalassemia, osteopenia or osteoporosis was present. Medical advice was provided to those who required it.
4. Teachers were given opportunities to strengthen their leadership, organizational, management and other skills as conveners or members of various committees.
5. A picnic was organised for the support staff to build a sense of camaraderie.
6. A personality development workshop and computer coaching was organized for members of the non-teaching staff to enhance their personal growth and development and their technological knowledge and skills.
7. Regular meetings of the non-teaching staff with the principal were organised to provide a platform for informal discussion and improvement of the work environment.
8. Support staff were encouraged to participate in essay writing and poetry writing competitions to showcase their literary skills.

**6.3.7: Faculty and Staff Recruitment**

1. Faculty and staff recruitment was conducted as per government norms.
2. As part of the recruitment process for a teaching position, candidates were asked to deliver a demonstration lecture on the topic that was given to them. This enabled better selection of a candidate with the requisite communication abilities.
3. Wide publicity is made for job vacancies through advertisements and personal contacts. As a result, the college received 400 applications for the post of lab attendant.

**6.3.8: Industry Interaction / Collaboration**

1. The college constantly makes efforts to maintain strong links with the industry and to increase the number of collaborations. This enhances learning and creates employment opportunities for the students.

2. The Employment Placement Cell invites companies to make presentations to students and to canvass job vacancies. Personnel from the industry also communicate with the EPC members when they need employees.
3. To provide ongoing active learning, all the specializations organize visits and industrial tours within and outside Mumbai. This interaction with the industry results in student learning, through observation, various techniques/processes as well as assists in upgrading their knowledge.
4. Internships in the industry organized by the college provide quality “hands on” experience. These interns are sometimes offered jobs by the company in which they have been interns.
5. Some projects, seminars and conferences are supported through industry aid, either financially or in kind.
6. Staff have been deputed to attend seminars and conferences at various organisations and for exchange programmes with other institutes.
7. The visiting lecturer rates have been increased in order to attract eminent/ high quality faculty to teach on a clock hour basis when needed.

#### **6.3.9: Admission of Students**

The college is a Christian minority, aided institution. Admission of students and the reservation policy for Christian students and students from the backward class are followed as per government norms. Only women students are admitted to the under graduate course. Both men and women are admitted to the post graduate courses. Admission into the Nirmala Niketan College of Home Science is generally at the following key junctures:

For the Senior College

1. Admission into F.Y .B. Sc
2. Selection into a TY BSc specialisation
3. Admission into the PG Diploma
4. Admission into one of the five MSc branches/specialisations
5. Admission into the PhD programme



#### 6.4: Welfare schemes for:

<b>Teaching</b>	7
<b>Non Teaching</b>	8
<b>Students</b>	4

#### Welfare schemes for:

##### Teaching

1. An advance of one month's salary is given the staff to enable them to receive their salary within the first few days at the beginning of the month
2. Salary advances are given to the newly appointed staff who have not yet received their salary from the Joint Director's Office, Government of Maharashtra.
3. Leave has been granted for career advancement (participating in refresher courses) as well as for staff members to be with their family during periods of stress (e.g.: for examinations of children, on transfer of the spouse, etc.)
4. Staff are encouraged to attend workshops and conferences at local/national/international levels. They are also motivated to present papers and posters.
5. A programme is organized on Teachers' Day when students express their appreciation and gratitude for their teachers.
6. To reemphasize the mission of the management and to promote interaction between staff of the institute, Institute Day is annually celebrated on 8<sup>th</sup> December.
7. Each staff is given a gift at Christmas.

##### Non -teaching

1. Interest- free loans have been advanced to those who applied for the same.
2. Financial / other assistance is provided when the staff or their family members are sick e.g: helping them contact consultants.
3. An advance of one month's salary is given to enable the staff to receive their salary within the first few days at the beginning of the month.
4. A scholarship is given each year to a child of a support staff who has finished Std X and is pursuing further studies.
5. In order to keep conditions on par with Government support staff, uniforms and washing allowance are given to those support staff employed by the management.
6. Personality Development workshops were organized for all staff.

7. Staff are encouraged to attend workshops organized outside the college e.g. a session on Soft Skills (NagindasKhandwala College), 'Adding Life to Life' organized by M.D.Shah Mahila College
8. Health check-ups were organised for staff along with family members (Thalassemia and anaemia detection, bone density detection) . As an outcome of the eye camp held the previous year, free cataract operations and free spectacles were organized for those who were identified as requiring them.
9. Flexi-timings are permitted on days when staff require a short time off for urgent personal work.
10. Staff are encouraged to participate in Nirmal Utsav, the college cultural program. The College bears the expense for hiring the costumes for the function.
11. A picnic was organised to Panorama Resort at Panvel for a day of relaxation and bonding.
12. Each staff is given a gift at Christmas.
13. A programme is held specially to show gratitude towards the support staff and as a token of appreciation a monetary gift (contributed by the students) is handed over to each of them.
14. A farewell party was organized to express the appreciation of the institution for the services rendered by staff who were retiring.
15. To reemphasize the mission of the management and to promote interaction between staff of the institute, Institute Day is annually celebrated on 8<sup>th</sup> December.

## **Students**

1. Students were given need-based scholarships and merit scholarships.
2. Students belonging to the backward classes and minorities were made aware of government scholarships.
3. The hostel facility is made available for outstation students and those staying in the distant suburbs.
4. All students are covered under a Group Accident Insurance Policy initiated by the University of Mumbai.
5. A counsellor is available on campus to promote mental health
6. A diet counseling centre and gymnasium is available in the college premises to promote physical well-being.
7. When students are unwell during examinations, separate arrangements are made to seat them comfortably in another area thus minimizing discomfort for the concerned students as well as preventing the spread of the disease if contagious.

**6.5: Total Corpus fund Generated:**

Nil

**6.6: Whether the annual financial audit has been done:**

Yes  No

**6.7: whether the Academic and Administrative Audit (AAA) have been done?**

Audit type	External		Internal	
	Yes/ No	Agency	Yes/ No	Agency
Academic	<input checked="" type="checkbox"/>	University of Mumbai	<input checked="" type="checkbox"/>	In-charge principal, member of the management and principal
Administrative	<input checked="" type="checkbox"/>	Chhotalal Shah & Company	<input checked="" type="checkbox"/>	-

**6.8: Does the University / Autonomous College declares results within 30 Days**

For UG Programmes Yes  No

For PG Programmes Yes  No

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

→As detailed under 6.3.3

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

The college is the only Home Science College affiliated to the University of Mumbai and thereby enjoys default autonomy on syllabus/curriculum and appointment of the panel of university examiners. At the same time, the possibility of attaining academic autonomy is

being considered. The University of Mumbai held a seminar on Autonomy for all NAAC accredited 'A' grade colleges in July 2014. They encouraged these colleges to apply for autonomy. The required information on academic autonomy has been collected by the college and experts are being consulted.

### **6.11: Activities and support from the Alumni Association**

The alumni support the growth and development of the college in different ways.

1. They are invited as academic experts, resource persons and examiners.
2. They also facilitate the internships and career placements of the students.
3. They are invited to conduct interviews for Campus Recruitment.
4. Alumni who are well placed in their professions are role models for current students and are invited to address both students and parents during the parent and student orientation programmes. The career guidance programs provided in college include the alumni who guide those who want to take up higher education or a profession. They share their expertise and help the students to understand the benefits of taking up certain jobs as well as the hurdles/ challenges they would have to face.
5. Alumni who are entrepreneurs share their experiences with the students and motivate them to become entrepreneurs.
6. They also contribute towards the development of the curriculum.
7. A few have also made financial contributions to the college

### **6.12: Activities and support from Parent – teacher Association**

The college has no formal Parent- Teacher Association but actively interacts with parents to ensure greatest benefit to the students.

→ Parent meetings are organized:

- For orientation to the F.Y.B.Sc level. Matters related to the course, discipline expected and facilities offered are discussed
- Prior to selection of specialization, that is at the S.Y.B.Sc (Home Science level). Subjects offered are highlighted and scope of the various specializations are spelled out.
- After selection of the students at T.Y.B.Sc and M.Sc levels. Details regarding the course are provided and expectation of students at those levels are clarified.

Parent – teacher meetings on a one-to-one basis are held in case of any issues such as poor attendance, conduct problems, academic difficulties, etc.

### **6.13: Development Programmes for support staff**

Personality development sessions were conducted for all support staff. In addition some staff have availed of other programs listed below. Mr. Dhiraj Bhosle and Mr. Ashok Pardesi attended a seminar entitled 'Adding Life to Life' organized by M.D. Shah Mahila College on 17/01/2015. Mrs. Sujata Shigwan attended a seminar on 'Soft Skills' for administrative staff of colleges of Mumbai region on 07/04/2015 conducted by Nagindas Khandwala College.

### **6.14: Initiatives taken by the Institution to make the campus eco-friendly**

#### **Action**

- Use of eco-friendly organic cleaning agents for cleaning floors.
- Use of organic fertilizers from Effective Microorganisms (EM) for the plants in the garden.
- Ongoing care of the garden, nurturing greenery.
- Use of eco-friendly newspaper bags at the market organized by the CRM department.
- Changing bulbs to CFLs and LEDs.
- Separation of electricity metres to monitor the use of electricity by different sections of the college.
- Presentation of 'green gifts' instead of floral bouquets to guests, speakers at seminars, etc.

#### **Attitude**

- Changing the mindsets of the students through the International Conference "Green Fashion- A Way of Life" as well as through an exhibition and sale of ecofriendly handicrafts.
- Ongoing focus on concern for the environment as emphasized in the curriculum, assignments and research.

## **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.

#### **Curriculum**

Curriculum revision is in process. The FYBSc curriculum is the focus of attention . Decisions have already been taken to make the course more student friendly as well as to align it with emerging needs and trends. The number of subjects is going to be reduced from 9 to 5 . Certain theory subjects will be dropped whilst others such as “Aesthetics in Interiors” will be introduced at this level . Certain practicals will also be introduced such as “Garment Construction and Styling for Kidswear” and “ Introductory Food Analysis and Biochemistry “ so that the students get hands on experience and develop skills in these areas.

The Department of Textile & Fashion Technology has developed three self- financing courses and has applied to the University of Mumbai for the introduction of these courses into the college. The department is working on a manual for the FYBSc students to make the skill based learning of clothing simpler. The department has also started a CAD course as an Add on certificate course for TYBSc and MSc students. The MSc Course of the Department of Community Resource Management has received approval from the University and is to be introduced in the college.

#### **Scientific Temper**

High quality research has always been accorded priority in the college. The number of faculty who have undertaken minor research projects have stepped up. The number of teachers who have attended conferences, presented papers at conferences and published research papers have also increased . Moreover quite a few teachers are now presenting papers at International conferences and publishing papers in International journals of repute. The number of research awards that the staff and students of the college have won bears testimony to the research excellence in the college .The Ethics Committee that was set up recently to scutinize the research projects of our MSc and PhD students has become more structured and formalized .

## **Linkages**

Our National and International visibility has increased . The number of linkages and collaborations with organizations and institutions is increasing every year. Our collaboration with the University of Mumbai Department of Life long Learning and Extension which was essentially with the students of the Community Resource Management Department for the past three years has now been extended to other three departments in the college for the forthcoming year. Our collaboration with the Ghent University, Belgium is worthy of mention. This academic year students from the Ghent University visited our college as part of the student exchange program ( the previous year our students had gone to Ghent University) These foreign students were exposed to the courses in our college, participated in discussions regarding a host of issues in both the Indian and Flemish cultures ( eg food, clothing , marriage, child rearing etc . ) They also visited reputed schools in Mumbai and sampled the Indian culture- all of which was organized by the college

## **Technology**

Since a high priority is given to technology , money has been invested in the same. The following have been purchased , Computers ( 3 ), Window licences ( 5), Dell mouse ( 24), Antivirus ( 12), Office Licence (10), VGA cables (10) Printer (1), and Printer Cartridge (1)

## **Student support**

Student safety has been accorded importance as evidenced by the talks and sessions focussing on the same. Counselling services for the students in the college have been stepped up. Rather than waiting for the students to come to the college center, the counsellor proactively visits the various classes to talk about the counselling center and encourages those who have problems and concerns to visit the center for help. Sources of financial support have been increasingly identified and brought to the attention of the students.

## **Governance**

The Principal opted for VRS soon after the NAAC accreditation process was over in July 2015. The management took immediate steps to appoint the senior-most staff member Dr. Nirmala Almeida as the In-charge Principal from August 1<sup>st</sup>, 2014. Also the management was very proactive in appointing the new Principal Dr Geeta Ibrahim with effect from January 2<sup>nd</sup> 2015. The formation of a strong core team comprising of the Principal, Administrator (member of Management), Heads of Departments and IQAC

Convener for all important matters related to Curriculum, Evaluation, Research and Extension work has helped to streamline matters and take decisions promptly and effectively.

### **Environment awareness/ conservation**

Environment awareness and conservation was always given importance by the college. To create environmental awareness amongst students, faculty and industry personnel and sensitize them to the problems of the environment and society through fun and action, this year the Department of Textile and Fashion Designing organized an International Conference on “Green Fashion- A Way of Life.” This conference created a platform for an exchange of ideas on sustainable practices that makes Green Fashion the only choice for the present and future. Besides having reputed and illustrious professionals share their expertise, the conference was packed with activities, such as recreating something out of waste, making sustainable bags, colouring garments with the help of natural dyes.

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

- **To collaborate with the Ghent University, Belgium for the student exchange program.**

This year students from the Ghent University visited our college as part of the student exchange program (the previous year our students had gone to Ghent University). These foreign students were exposed to the courses in our college. They visited the institution and appreciated its functioning. They also sampled the Indian culture and felt the pulse of the people in Mumbai

- **To plan for a revised syllabus and to initiate the revision of the FYBSc syllabus**

The FYBSc syllabus was revised keeping in mind the emerging needs of the students and the academic and market trends.

- **To organize an international conference**

The Department of TFT in collaboration with the Consortium of Green Fashion organized an International Conference on “Green Fashion- A Way of Life.”



- **To enhance the research production/ out put and climate in the college**  
 The number of research projects, presentations ,publications, and awards have increased dramatically. The Ethics Committee, which was established by the Research Center, has become more formalized and structured.
- **To increase collaborations/ linkages with other agencies and institutes**  
 The number of collaborations/ linkages across all departments have multiplied. As many as 104 linkages have been created this year.
- **To increase the MOUs , both Nationally and Internationally**  
 An MOU was signed with the Ghent University ,Belguim .
- **To increase the participation of students in sports and games events**  
 Students actively participated in sports and games with the encouragement given to them by the faculty and the efforts put in by the Sports committee. A large number participated in outdoor local events ( 379) and indoor events ( 129). Also 60 students brought glory to the college by winning at these events.
- **To increase the participation of students in cultural events organized outside the college.**  
 Here too a large number of students participated in intercollegiate events ( 65) and local events ( 249 ).
- **To collect information and do all the spade work relevant to the initiation of the NSS in the college**  
 Representative faculty and the administrator visited the University of Mumbai to collect information regarding the NSS in and to keep all documents and records in place for the initiation of the NSS in the college in the forthcoming academic year. The college has applied to the University for the establishment of the NSS in the college.
- **To sensitize students in a large way to the eco friendly strategies one can employ.**  
 An international conference was organized on “Green Fashion- A Way of Life.” This helped students realize the need to be eco friendly and how strategies can be employed in the field of fashion to achieve the same.
- **To handle the problem of space constraints**  
 Space was used more economically, efficiently and for multipurposes.

- **To make the gym facilities more visible**

The gym facilities were advertised in order to attract larger numbers of individuals from both within and outside the college .

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

➔ Best Practice 1

**Title of the Practice:** Use of learner-centered, participatory, innovative teaching-learning methods.

**The objectives of the teaching learning process are as follows:**

1. To engage students in the learning process.
2. To respect the learner as an active participant as opposed to a passive recipient.
3. To encourage cooperative learning.
4. To empower our women students through teaching-learning activities that help students build self-confidence.
5. To respond to students in smaller groups and individually as far as possible rather than as “a class” of students.
6. To enable students to make connections between ideas in textbooks and the real worlds that they are experiencing in Mumbai/tribal-rural areas outside Mumbai/other parts of India.
7. To have students co-construct knowledge and take ownership for ideas.
8. To support students in thinking, problem-solving, and in specialised knowledge- and skill-development.
9. Most importantly, to enable powerful learning.
10. The underlying principles are clear in the statement of goals: We need to ensure that students are strongly engaged in the learning process; students learn far better when they are active participants in the learning process; the role of peers in learning needs to be respected and opportunities for learning interpersonal skills/teamwork are essential (soft skill development); the teaching-learning activities themselves must allow students to build positive ideas of who they are and what they can accomplish; teaching-learning activities must allow us to identify and respond to the needs of individual learners as far as possible; education must be relevant for the learner; we uphold a constructivist epistemological position; in today’s changing times, it is imperative that students learn how to think/problem-solve; our education is also focused on specialized knowledge and skill development; powerful learning is the outcome of the use of learner-centered, participatory teaching-learning methods.

Accordingly, teachers in the college outstandingly use a variety of teaching-learning methods that engage the learner in hands-on and minds-on activities, enabling powerful learning. Examples across teachers are:

- Use of images, video clippings, PPT slides, documentaries, movies, songs
- Use of relevant/inspirational stories, books, news events
- Readings and guided discussions of extracts from textbooks/reference books/scientific journals
- Discussion, debates, buzz sessions
- Games, dumb charades, crosswords, short exercises, small group exercises, brainstorming, problem-solving activities
- Use of anecdotes and illustrations
- Role plays, dramatization, puppet shows
- Workshops
- Case histories
- Demonstrations and experiments
- Mock lessons, simulation

Also relevant are the following:

- Opportunities to apply learning in real-life contexts: planning, conducting, and evaluating extension activities for beneficiaries in urban/rural/tribal areas.
- Students (especially doctoral students) are also supported in making scientific poster or paper presentations in national and international conferences.

### **Title of the Practice : Student Support**

Student welfare and empowerment is the all encompassing goal that the college is constantly striving to reach . Hence, all the best practices, be it teaching or administrative are directly or indirectly connected with serving the students in the best possible manner so that they are helped unfold their potential, and become quality individuals, students, family members and citizens.

1. One of the best practices of our college is the admission policy of our students. Right from its inception, we are committed to embracing diversity. Therefore our motto is to accept students hailing from any religion and belonging to any socio-economic strata of society . Our goal is to empower women . Some of our students entering our college at the first year level, come from traditional and orthodox backgrounds, and therefore, the college invests time and energy to make them feel that this college is like a second home to them .
2. Since our college is the only Home Science college affiliated to the University of Mumbai, we would like to give everyone who so desires, an opportunity to be

educated in this college. As such, we do not limit our admission only to the cream of the student population. Rather, we absorb, in our college, even those who do not have a high percentage, but have the passion, zeal and enthusiasm to learn. We take pride in raising the standards of these students, who otherwise would not get an opportunity to rise in life.

3. The decision to introduce several certificate and value-added courses including the PhD program has made the college a center of learning for the students and also the community at large.
4. A very personalized approach is used with the students. They are called by their names rather than their roll numbers. When absent, they are expected to inform the coordinator or HOD, not as a disciplinary strategy, but also to make them realize that their presence is important to the teacher and to the other students in the class and that they are missed. Phone calls are often made to students who have absented themselves/ are sick and they are helped and supported by the faculty.
5. At the postgraduate level, our policy is to admit only a limited number of students in order to provide individualized attention and effective monitoring required for a high quality education.
6. If a particular staff is absent for any unforeseen reason on a particular day, the class is not cancelled. Instead other teachers are expected to pitch in and take the class so that the students are not inconvenienced. This practice helps students to feel that teachers respect them and their time and teachers to feel that they are all part of a family where give and take is inevitable.
7. Recently we have started the policy of recruiting substitute (clock hour basis) teachers to take over the classes of teachers who are on short term leave on account of personal or medical problems. This has helped to provide support to the teacher on leave and above all security to the students whose classes she takes.
8. Research is given a high priority in the college. Faculty lay down high standards for research for their postgraduate students. They serve as role models for their students by engaging in research projects, by presenting papers at conferences and publishing the same in journals or books. They support students in their research endeavours by guiding and mentoring them. Student research presentations in and outside the classroom are advocated.
9. Students are helped to inculcate the value of social responsibility and are groomed to serve the society at large through outreach and extension activities.
10. If students are ill or face any emergency or crisis situation they are given supplementary exams so that they do not lag behind in their academic pursuits and also feel supported by the college.
11. If students are academically weak in a particular subject or subjects, the faculty go out of their way to coach them to ensure that their performance improves.

Correspondingly, if students have high potential then teachers give them more advanced assignments / complex research to work on.

12. To foster the physical and mental well being of the students, the college has made available to them services such as the diet counselling center and the personal counselling center and facilities such as the gym. Moreover each faculty mentors a group of students, supporting them in their academic endeavours and helping them to tide over challenges that come their way.
13. To enhance their all round development efforts have been made by the faculty and the Sports Committee to motivate them to participate in games and sports at the local and state level. Also the cultural committee serves as a liaison between the students and the various other organizations and provides information and encouragement to them to participate in cultural events outside the college.
14. Educational tours are sometimes sponsored to ease the financial burden of the students.
15. To help students accept individual differences and embrace religious diversity an Interfaith committee has been appointed .
16. One unique quality of our college is the emphasis placed by the management on having a physically appealing college . Students are the recipients of clean and tidy classrooms . Also the management has invested plenty of funds into redeveloping the building, upgrading its labs and equipment/ material to provide to the students a high quality education .

#### **7.4 Contribution to environmental awareness / conservation**

1. Use of eco-friendly organic cleaning agents for cleaning floors.
2. Use of organic fertilizers from Effective Micronutrients (EM) for the plants in the garden.
3. Ongoing care of the garden, nurturing greenery.
4. Use of eco-friendly newspaper bags at the market organized by the CRM department.
5. Changing bulbs to CFLs and LEDs.
6. Separation of electricity metres to monitor the use of electricity by different sections of the college.
7. Presentation of 'green gifts' instead of floral bouquets to guests , speakers at seminars, etc.
8. Reuse of paper and other material such as loom waste, left over fabric etc.
9. Use of soft copies for internal communication to reduce wastage of paper.
10. Selling of newspapers, magazines to facilitate recycling.

**Plantation**

The college has made efforts to increase the green cover by adding to the number of potted plants and plants grown in the college and hostel/ canteen premises .

**e-waste management**

There is an organized collection and disposal of e waste. Outdated computers and /or their parts are sold to computer recycling firms.

**Any other**

- Helping the students to develop a more positive attitude towards environmental protection through the International Conference “ Green Fashion-A Way of Life ”as well as through an exhibition and sale of ecofriendly handicrafts.
- Ongoing focus on concern for the environment as emphasized in the curriculum, assignments and research.

7.5 Whether environmental audit was conducted?

Yes

No

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

SWOC Analysis

**Strengths**

1. Dedicated to the education of women and their empowerment.
2. The only Home Science College affiliated to the University of Mumbai.
3. Comprehensive and socially relevant education ( life ,career and community oriented) which ensures the holistic development of women.

4. Default autonomy which gives us flexibility to design our curriculum whenever needed and to do so promptly and efficiently.
5. Qualified and competent staff who employ learning centered , participatory and innovative methods and are involved in research presentations and publications at both the National and International levels.
6. ICT – enabled classrooms with LCD projection systems allowing routine use of PPTs .
7. High quality relationships among teachers and students.
8. Focus is on the development of entrepreneurial skills among students.
9. Offers multiple leadership opportunities to staff and students.
10. Multiple outreach programs, strong linkage with the industry and collaboration for research.
11. Well equipped classrooms, laboratories library, hostel and student amenities.
12. Student support provided through mentoring , counselling , career placement , grievance redressal cell and the development of entrepreneurial skill.
13. Committed management , decentralized and transparent administration and a well established IQAC.
14. Dynamic leadership of the Principal who displays a balance of firmness with warmth and caring .

### **Weaknesses**

1. Space constraints.
2. Fund raising through consulting activities have to be strengthened.
3. Potential donors to be contacted for strengthening the corpus fund.
4. A full fledged canteen needs to be established.

### **Opportunities**

1. Prime location of the college in Mumbai and particularly in South Mumbai , permits sharing of resources across institutions.
2. There are multiple opportunities for student and faculty development through collaboration , networking with other universities/ organizations, participation in national and international conferences.
3. Staff across the various specializations have special expertise and hence consultation can be started in different areas such as psychological counselling, diet counselling , etc .
4. The Food Analysis laboratory could also be used as a commercial facility and aid in fund raising.
5. Also the hall and the conference room in the college could be let out and this again can help in raising funds for the college.

## **Challenges**

1. To expand our infrastructural facilities to meet new and emerging needs.
2. To balance preparation for classes, classroom teaching , research and other responsibilities.

## **Plans of institution for next year**

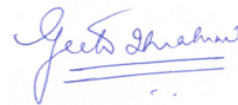
1. To formalize our consultancy services.
2. To upgrade our website.
3. To establish more collaborative partnerships with other Institutes for academic and research purposes.
4. To establish the NSS program in the college.
5. To provide greater financial support to our needy students.
6. To build up our corpus fund by actively engaging in fund raising activities.
7. To strengthen our alumni.
8. To commemorate the Diamond jubilee of the establishment of our college with a host of activities and events.
9. To constitute a more structured and formalized Ethics Review Board.
10. To enlighten teachers about the Career Advancement Scheme ( CAS).
11. To revise the SYBSc and the MSc 1 syllabus.
12. To revise the eligibility criteria for the FYBSc and the MSc courses.

Name *Dr ( Mrs ) Nirmala Almeida*



*Signature of the Coordinator, IQAC*  
IQAC

Name *Dr ( Mrs ) Geeta Ibrahim*



*Signature of the Chairperson*



## ANNEXTURE 1



# COLLEGE OF HOME SCIENCE

(Affiliated to the University of Mumbai)

Nirmala Niketan, College of Home Science, 49 New Marine lines, Mumbai 400020.

## Calendar of Events 2014—2015

MONTH	EVENTS
JUNE	<p>9<sup>th</sup> Senior College reopens 10<sup>th</sup> &amp; 11<sup>th</sup> MSc II HD Student Orientation 12<sup>th</sup> MSc. FND ( Foods , Nutrition &amp; Dietetics ) ,FPP ( Food Processing and Preservation) SN ( Sports Nutrition ) &amp; PG entrance Test T.Y.BSc. TFT( Textiles &amp; Fashion Technology) Student Orientation Professional Make-up Workshop by AVON - TFT 13<sup>th</sup> T.Y.BSc. CRM ( Community Resource Management) Student Orientation 16<sup>th</sup> Junior College reopens 19<sup>th</sup> Staff Development Program – Dr. Harish Shetty 20<sup>th</sup> Staff meeting with Management 20<sup>th</sup> &amp; 21<sup>st</sup> T.Y.BSc HD ( Human Development) -Student Orientation 21<sup>st</sup> Non - Teaching Staff development program 20<sup>TH</sup> -28<sup>TH</sup> Elections for CR &amp; ACR , Election of members of Executive Council</p>
JULY	<p>4<sup>th</sup>/5<sup>th</sup>Parent Meeting-HD 5<sup>th</sup> &amp; 6<sup>th</sup> Leadership workshop for Student Council 14<sup>th</sup> ,15<sup>th</sup> ,16<sup>th</sup> NAAC Visit F.Y.J.C. Student &amp; Parent orientation -Junior College 3<sup>rd</sup> week Workshop on Grooming &amp; Sketching -CRM Industrial Visits -TFT Student Development Workshop for S.Y.J.C - Junior College 30<sup>th</sup> &amp; 31<sup>th</sup> Indoor Games</p>
AUGUST	<p>1<sup>st</sup> Senior College Unit Test 1<sup>st</sup> -7<sup>th</sup> Outreach Program Breast Feeding week -FND &amp; CRM 1<sup>st</sup> -20<sup>th</sup> Indoor Games 2<sup>nd</sup> Fresher's party for F.Y.BSc , MSc I &amp; P.G. Dietetics 2<sup>nd</sup> Staff Picnic 11<sup>th</sup> -14<sup>th</sup> Celebrations of INDEPENDENCE 3<sup>rd</sup> week First Unit Test -Junior College ABT Workshop- HD Bone Density checkup / Cancer Detection for Non -Teaching Staff</p>
SEPTEMBER	<p>1<sup>st</sup> -7<sup>th</sup> National Nutrition Week, FND PFNDAI- Seminar/ Quiz Talk on Pediatric Anthropometry - FND 1<sup>ST</sup> Week Fresher's Party for F.Y.J.C , Beach Cleaning Ictivity 2<sup>nd</sup> Week Educational Tours &amp; Extension Work TFT 5<sup>th</sup> Teacher's Day Celebrations 6<sup>th</sup> Annual College picnic REBT Workshop / Family Therapy Workshop HD Paramparic Workshop TFT 29<sup>th</sup> Semester end Examination (Theory &amp; Practical) F.Y.BSc. &amp; S.Y.BSc.</p>

OCTOBER	<p>1<sup>st</sup> Theory Examination, T.Y.BSc. Semester V, M.Sc. Semester III &amp; P.G. Diploma  10<sup>th</sup> Practical Examination, T.Y.BSc. Semester V, M.Sc. Semester III &amp; P.G. Diploma  2<sup>nd</sup> Week Terminal Exam -Junior College  Industrial visit, Rendering - CRM  Dandiya Dance Program  18<sup>th</sup> – 9<sup>th</sup> Nov Mid – term Break</p>
NOVEMBER	<p>10<sup>th</sup> College reopens  11<sup>th</sup> Theory Examination, T.Y.BSc. Semester VI, , M.Sc. Semester I,II &amp; IV &amp; P.G. Diploma  Inter-class Throw ball matches  Student Development Workshop for F.Y.J.C. &amp; S.Y.J.C.  C.L.I. Visit, Model Making, Internship - CRM  Anemia &amp; Thalassemia Detection Camp for students &amp; staff  Extension Tours (T.Y.BSc, MSc I, MSc. II) - HD</p>
DECEMBER	<p>8<sup>th</sup> Institute Day – Non Instructional working day  Flower Arrangement workshop - CRM  18<sup>th</sup> – 20<sup>th</sup> Annual Sports Day  Career Guidance Seminar -HD  Student Development Workshop for S.Y.J.C -Junior College  23<sup>rd</sup> Felicitation of Support Staff  Blood Donation Drive  Western Dance Program (Jam sessions)</p>
JANUARY	<p>NIRMAL UTSAV  1<sup>st</sup> Week Prelims for S.Y.J.C &amp; 2<sup>nd</sup> Unit Test for S.Y.J.C.  L&amp;T visit, Udaan Festival, Workshop on Napkin fold -CRM  Study Tour - ( T.Y.BSc, MSc I, MSc. II) - HD  Trend Forecast Workshop - TFT</p>
FEBRUARY	<p>Inter-collegiate Poster competition (Alumnae) - HD  H.S.C. Board Practical &amp; Theory Exams</p>
MARCH	<p>1<sup>st</sup> Week F.Y.J.C. Theory &amp; Practical Examination  3<sup>rd</sup> week Semester Examination for Senior College begins</p>
APRIL	<p>1<sup>st</sup> &amp; 2<sup>nd</sup> week Semester Examination for Senior College  Bal Mela for Underprivileged children - HD</p>
MAY	<p>1<sup>st</sup> Celebration of Maharashtra Day  Last day of the Academic Year</p>

The college will observe the public holidays declared by the government for the Academic year June 2014 – April 2015.

5<sup>th</sup> July 2014

Dr (Ms) P. Machado  
Principal



**ANNEXTURE 2. List Of Important Equipment/Material Purchased**

Sr No.	Foods and Nutrition		Human Development		Textile and Fashion Technology		Community and Resource Management	
	Equipment/ Material	Quantity	Equipment/ Material	Quantity	Equipment/ Material	Quantity	Equipment /Material	Quantity
1.	Karada Scan (Omron Make-HBF 375)	2	Indian Adaptation of Children's Apperception test by Dr Uma Chodhury. (CAT)	1	Juki Sewing machines	2	Luxmetre (102 UTRON)	1
2.	Stethoscope -ST03	1	Bellack & Bellack- Children's Apperception test Animal Figure	1	Dress forms	2	Sound level meter (SL-4030 LUTRON)	1
3.	BP Apparatus- Mercury type- Regular (Diamond Make)	1	Bellack & Bellack- Children's Apperception test Human Figure	1			Drawing boards	25
4.	Glucometer (BG O3)	1	Bender Gestalt of Visual Motor Test (BGT-II)	1			Quater Imperial T scales	25
5.	Hot air Fryer (HD 9220/20)	1	B K Passi- Passi test of creativity	2				
6.	Viscometer (Borosilicate Glassmake)	1	Intelligence scale of Indian children (for age group 6 to 16 yrs)	1				

7.	Fatty acid meter(unioforce)	1	Movie CD's	76				
8.	Water demineralizer Plant (K4)	1	Wellbeing cards	1 set				
9.	Digital Calorimeter)(Elico model no: CL-157)	1	Angel Therapy cards and Manual	1 set				
10.	Pouch Sealing machine(Aluminium body 12 inches)	1	Dream Therapy Dictionary	1				
11.			Healing cards	1 set				
Total Funds	Rs 1,290,300	11	Rs 66,000	87	Rs 68,000	4	Rs 26,800	52

**Annexure 3. Amount Spent for Library Expenses**

Library holdings	Year 2009 -2010		Year 2010 -2011		Year 2011 -2012		Year 2012 -2013		Year 2013 -2014		Year 2014 -2015	
	No	Total cost	No	Total cost	No	Total cost	No	Total cost	No	Total cost	No	Total cost
	Text Books	41	43736	69	118273	40	44313	56	38361	50	38361	94
Reference Book	41	75715	38	84847	57	136566	87	265479	44	26547 9	55	236078 .53
Journals/ Periodical	40	137512	35	88386	36	106538	38	84419	38	94163	39	130156
e- resources	Nil	Nil	3	57759	3	66350	8	189420	8	28236 9	8	246307
Any other (specify) CDS	50	6699	1	80	5	1591	166	28245	Nil	Nil	72	13443
Any other (specify) News papers	6		6		6		7		7		7	

**Annexure 4. Items Purchased during Dec 2014 – March 2015**

<b>Items</b>	<b>Quantity</b>	<b>Dec 2014 – March 2015</b>
Dell Mouse	12	December 2014
Net protector Antivirus	6	December 2014
802 Black Cartridges	1	Jan – Feb 2015
Dell Mouse (Set 2)	12	March 2015
VGA Cable	6	March 2015
Net Protector Antivirus	6	March 2015
Office 2013 Home & Student	10	March 2015
Hp 7612 Printer	1	March 2015
Dell 3800 Vostro	3	March 2015
Window 8.1 Pro 64	5	March 2015