



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	BHARATIYA VIDYA BHAVAN'S HAZARIMAL SOMANI COLLEGE OF ARTS AND SCIENCE AND JAYARAMDAS PATEL COLLEGE OF COMMERCE AND MANAGEMENT STUDIES
Name of the head of the Institution	Prof. (Dr.) S. V. Rathod
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02223691508
Mobile no.	9892092024
Registered Email	hazarimalsomani@rediffmail.com
Alternate Email	principal@bhavanschowpatty.ac.in
Address	Kulapati K. M. Munshi Marg, Chowpatty
City/Town	Mumbai
State/UT	Maharashtra

Pincode	400007																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	Self financed and grant-in-aid																		
Name of the IQAC co-ordinator/Director	Dr. Manjusha Patwardhan																		
Phone no/Alternate Phone no.	02223691508																		
Mobile no.	9820791651																		
Registered Email	iqac@bhavanschowpatty.ac.in																		
Alternate Email	mpatwardhan@bhavanschowpatty.ac.in																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://www.bhavanschowpatty.ac.in/assets/Documents/NAAC/AQAR-2018-19.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.bhavanschowpatty.ac.in/assets/Documents/About%20College/Calendar2019-20.pdf																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B</td> <td>2.61</td> <td>2015</td> <td>01-Jun-2015</td> <td>24-Jun-2020</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.61	2015	01-Jun-2015	24-Jun-2020
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
2	B	2.61	2015	01-Jun-2015	24-Jun-2020														
6. Date of Establishment of IQAC	15-Mar-2005																		
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Collaborative workshop on	23-Aug-2019 1	75
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
----	0	---	2020 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

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

No

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

1. Workshop for female students on "Cyber Safety" organised by CWDC in collaboration with Mumbai Police. 2. CWDC Workshop on "Sexual Harassment at Workplace" 3. A National Conference on "Contemporary Trends in Humanities and Social Sciences" (CTHSS 2020) 4. Published the research papers of the National Conference (CTHSS2020) in UGC listed Peer Reviewed journal with high impact factor. 5. Workshop on "Research Methodology" and "Intellectual Property Rights" for Postgraduate students and Teaching faculty 6. Workshop for Teaching Staff on "AQAR preparation and Submission" 7. The IQAC organised 19 webinars/ Quiz/ Aptitude Test/ Competitions during the lockdown period from March 2020August 2020. The details are as follows:

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Organise seminars and conferences	Yes
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Committee (C. D. C.)	20-Mar-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

14-Aug-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

1. Financial Accounting is maintained on Tally. 2. We have a professional agency for processing of examination results and printing of mark sheets which also generates performance reports as required. This agency is responsible for maintaining confidentiality and upgrading of system with the updating University rules. 3. Admission procedure is digitised beginning with submission of forms. Detailed reports of forms submitted can be monitored in real time and other reports on t1 basis. 4. Scholarships granted under government schemes are routed through online submission on government portal which generates the list. Scholarships and concessions provided by the college and non government bodies are routed through the same desk. All related records are available at one place. These procedures constitute the MIS which

aids decision making by the concerned authorities in the organization.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As the college is affiliated to the University of Mumbai, it has to follow the curriculum set by the University. Every effort is made to cover the set syllabus in its entirety, bringing out its essence and preparing the students adequately for the semester end examinations under the credit-based grading system. A teaching plan is prepared for each subject at the start of the academic year. Each teacher prepares his/her own framework for teaching the subjects assigned to him/ her. An academic calendar is prepared at the beginning of each academic year. Events and activities are scheduled. Regular meetings are held by the Principal with the Heads of the different departments to plan, execute and co-ordinate all the activities in order to ensure a smooth and harmonious functioning of the institution as a whole. The objectives and outcomes outlined for each Subject/ Paper/ Course/ Programme attached to the syllabus are carefully considered to ensure maximum effectiveness towards reaching the goals envisioned by the curriculum designers. Within the framework of the syllabus, there are always additional topics/ points/ examples/ instances which can be used as supportive evidence for theoretical constructs. Such material could be regarded as "content beyond the syllabus", and the teachers use these often to complement and supplement the syllabus content. References to topical occurrences reported in the newspapers and Television and the Internet as well as to current and on-going research in the subject are included in the lectures. This teaching strategy enables students to grasp the topic better and brings out its connection with and relevance to real life situations and settings. Activities like guest lectures, study tours, industrial visits, seminars, inter-intra-collegiate competitions/ exhibitions are organised which are related to the prescribed syllabus. These provide students, manifold opportunities to understand the various aspects of the syllabus besides developing their creativity and widening the scope of their learning experience and educational horizons. The conduct of examinations and preparation of results are handled by the Examination Committee which comprises senior teachers. Some of the teachers have been using Information and Communication Technology (ICT) techniques for delivery of online lectures due to the ongoing COVID-19 Pandemic restrictions put by the Government. The methods used are: Power Point presentations, OHPs, slide projectors and educational sites, to name a few. The college offers employment-oriented subjects such as Computer Systems and Applications as an applied component at the T. Y. B. Com. level, Computer Programming at the T. Y. B. Sc. level and Computer Applications at the T. Y. B. A. level. For some of these courses, students use Power Point presentations and OHP while presenting their projects. The presence of the Head Office of the Bharatiya Vidya Bhavan and Bharatiya Vidya Bhavan's Gandhi Institute of Computer Education and Information Technology (GICEIT) in the vicinity is an added advantage. The GICEIT provides free computer education through short part time computer courses and several members of the teaching and non-teaching staff have taken the benefit of this opportunity to get themselves trained and become computer savvy.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill
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			Introduction		ability/entrepreneurship	Development
	Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The college regularly obtains feedback from students and parents. In the former case, students are asked to come to the computer lab, and fill out a carefully prepared questionnaire regarding their responses/impressions/opinions on a variety of matters relating to individual teachers' effectiveness, linguistic competence, knowledge, skill and performance in classroom-teaching sessions. They are required to evaluate their teachers on a five-point scale ranging from

"Excellent" to "Poor". The feedback is communicated to the teachers by the Principal in the Departmental meetings through deliberation and discussion. Teachers with low rating scores are given a feedback about their areas of weakness or incompetence and urged to improve their performance. In fact, all teachers benefit from knowledge of student feedback on their teaching, and have the opportunity to make alterations in their teaching methods and strategies to match students' expectations or special requirements. Feedback is also sought from parents. This is done manually during the Parent-Teacher Meetings. Relevant and recurrent points are noted and efforts are made to incorporate them whenever and wherever possible. Feedback on the college library is also solicited. Printed forms containing questions on particular aspects are given to students to fill out. The data thus obtained is carefully sorted out, categorised and analysed with a view to improving library facilities. Till now no structured feedback has been obtained from the Teachers and Employers of our Graduates but we propose to introduce it from the next year.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	FY	240	185	185
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1755	107	29	Nil	16

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
29	29	60	2	Nil	Nil
No file uploaded.					
View File of E-resources and techniques used					

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

Mentorship programme 2019-20: •Program Lay Out: ? Mentor and Mentee Registration Forms are filled ? Coordinator matches the mentee with mentor ? First meeting- Introduction to Mentors and Mentees ? Mentees connect to Mentors through Emails/WhatsApp/Phone ? Mentors keep records ? Feedback from Mentors Mentees – at the end of Academic Year ? Report on programme outcome • Coordinators: Arts: Mr. Kiran V. Jadhav Commerce: Dr. Reshma More Science: Dr. Suraj Gajbhiye

Number of students enrolled in the	Number of fulltime teachers	Mentor : Mentee Ratio
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institution		
1876	29	1:65

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	29	12	Nil	15

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Mr. Kiran Jadhav	Assistant Professor	Awarded Ph.D. in Arts (Economics) by the University of Mumbai
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	FY	I/Oct-2019	15/10/2019	14/12/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

(1) Continuous internal evaluation is stipulated by the University and it has instructed affiliated colleges to give a project to the students in the subject of Foundation Course (F.C.) for the F.Y. and S.Y. classes. The projects (Internal evaluation) are allotted 25 marks and the External Semester-end Examination is allotted 75 marks in the subject of F.C. (2) At the T.Y. level at B.A./ B. Com./ B.Sc. students are given a project. The Projects are allotted 20 marks and the External Semester-end Examination is allotted 80 marks. (3) At the T. Y. level, the B. M. S. and B. Com. (A. and F.) students have to do a dissertation in one of the subjects for 100 marks. (4) Similarly, at the post-graduation level, in M.Com. (Part- II) and M. Sc. (Part-II) students have to do a Dissertation in one subject for 100 marks.

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

? At the College level, regular examinations were conducted for the First-Year and the Second-Year students (Semester I and III) in October 2019. ? At the Third-Year level, (Semester V) for all streams in aided and unaided sections, papers were received via the DEPDS (Digital Examination Paper Delivery System) from the University of Mumbai. Papers were downloaded in a secure room to ensure confidentiality. ? Due to Covid-19 pandemic and subsequent lockdown, it was not possible to conduct examinations in the regular offline mode in March/April/ May, 2020 like every Academic Year. However, for all the students

of First, Second and Third Year, Semester II/ IV/ VI examinations have been conducted online as per the University guidelines in September / October, 2020.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://bhavanschowpatty.ac.in/assets/Documents/About%20College/Prospectus%202019-20.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
TY	BA	Arts	70	59	84.29
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://docs.google.com/forms/d/e/1FAIpQLSefpgoTczOrK4Ghi-8EX-Cd3BCqIAjQ0TDKJeGJJA7jCKNjgA/viewform>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	260000	0
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
A session on "Intellectual Property Rights" in a National Conference 'Contemporary Trends in Humanities and Social Sciences'	Humanities and Social Sciences	15/02/2020
Workshop on "Research Methodology" and "Intellectual Property Rights" for Postgraduate students and Teaching faculty	Chemistry	27/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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Nil	---	----	Nil	----
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	---	---	---	----	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Psychology	1	7.36
View File			

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

Department	Number of Publication
Zoology	2
Sociology	1
Political Science	1
Mathematics	2
English	1
Botany	1
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Role of Educational Institutes in developing Empathy among	Rina Patel	International Journal of Advanced and Innovative Research. ISSN	2020	0	Bhavans H. Somani college	Nil

students	2394-7780			
View File				

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
---	---	----	Nil	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	19	127	5	2
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Workshop on Waste Management	NSS BMC D ward	2	63
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	---	---	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	Times of India	Chowpatty Beach Cleaning	2	12
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Collaborative Enrichment workshops on Gender Issues organised by the Department of	Workshop 1: 75 Student participants Workshop 2: 70 Student	Contribution from the Participants	1

Sociology, Bhavan's H. Somani College in collaboration with the Department of Sociology, Wilson College.	participants Workshop 3: 70 Student participants		
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship Programme (Accountancy)	Internship programme with Times of India Group. 5 students were selected for the Internship by the Times of India Group. However, due to the Pandemic it was not possible for them to join the internship	Times of India Group	02/03/2020	Nil	5

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Cleanchem Laboratories LLP	18/11/2019	Collaborative research activity	4

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2300000	2043432

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Nil
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2	2007

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9817	830263	138	25443	9955	855706
Reference Books	56318	5567301	231	162776	56549	5730077
e-Books	3135000	5900	Nil	Nil	3135000	5900
Journals	23	Nil	23	36547	46	36547
e-Journals	6000	5947	Nil	Nil	6000	5947
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	54	17076	Nil	Nil	54	17076
Library Automation	Nil	Nil	Nil	Nil	Nil	Nil
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
Others(s pecify)	37	Nil	37	30487	74	30487

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

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

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth	Others
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								h (MBPS/ GBPS)	
Existing	55	2	0	2	0	12	1	50	0
Added	5	0	0	0	0	0	0	0	0
Total	60	2	0	2	0	12	1	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	1449613

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Each Science department of the college has its own procedures and policies for their laboratories. Similarly the policies and procedures for the Library and Gymkhana have also been chalked out in detail. All the procedures and policies have been uploaded on the college website under the heading Our College --> Infrastructure

https://www.bhavanschowpatty.ac.in/assets/Documents/About%20College/Lab_policies_and_proceedures.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Somani Trust Scholarship	7	3900
Financial Support from Other Sources			
a) National	Rajarshi Shahu Maharaj Scholarship	11	42800
b) International	Nil	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
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Celebration of International Yoga Day	21/06/2019	70	Yoga Trainer
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	A National Webinar on Career through Competitive Examinations - Resource Person Shri Avinash Dhar madhikari on UPSC and MPSC	2012	960	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	40

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIIT	106	43	Ika Health	49	Nil
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.A.	Psychology	Dept. of Applied Psychology, University of Mumbai	M.A.
View File					

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

Items	Number of students selected/ qualifying
Any Other	1
No file uploaded.	

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

Activity	Level	Number of Participants
College Annual Day	Intra- College Level	95
Kalashree Event	Intra- College Level	451
Carrom, Chess, Table Tennis Competitions	Intra- College Level	50
Annual Athletic Meet	Intra- College Level	150
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Swimming	National	1	Nil	F. Y. B. Sc. -17	Pankti Damania
2019	10 M Air Riffle Shooting	National	1	Nil	S. Y. B. Com.-266	Rohan Sonawane
2019	Mono Acting	National	Nil	1	T.Y.B.A.- 27	Mangesh Khaire
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

A Committee of staff members was formed in order to conduct election of Students' Council. The Committee Attended Training session in University in November 2019 in which guidance on conduct of Students Council Election was given. However, the finalization of Election process was delayed and finally cancelled due to Parliament Elections. Therefore, the Student Council was formed on the basis of the University Guidelines in January 2020. General Secretary was selected unanimously amongst the members of the Students Council. The Students' Council conducted various activities and members of the Council volunteered in all the College Functions. Various events like college days (Traditional Day, Rose Day, Denim and Saree Day, Khadi Day etc.) were planned and organized by the members of the Students' Council. Members of Student Council volunteered in College Days and Annual Days celebration, Alumni Meet and Fun Fair and Prize Distribution to ensure smooth and successful conduct of these events. Apart from the Students' Council, student representatives were appointed on various committees like I. Q. A. C., C. W. D. C. and I. C. C.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Fun Fair and Alumni Meet was organized on 7th February 2020. Students had displayed various food and entertainment stalls in the College Campus. All the Alumni were invited for the event. Fun Fair was followed by Cultural Programmes performed by the members of the Alumni Association in the Bharatiya Vidya Bhavan's Auditorium. Many Alumni attended the programme enthusiastically.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Institution practices a decentralized approach by involving the teachers and using their knowledge and skills to complete important committee related assignments. To facilitate effective decentralization, the College Development Committee (C. D. C.) has been constituted as per the norms laid down by the University of Mumbai. The C. D. C. plays a significant role in involving the staff in various spheres of administration and also Curricular, Infrastructure, Research, Examination, Extra-curricular, Grievance, Academic Improvement and Excellence and so on. These sub-committees make suggestions pertaining to the development of their respective areas at the meetings organised from time to time. Various committees are constituted at the beginning of the year and the Head of the Institution ensures effective participation from the teachers. Decentralization at the College level is also facilitated through committees like I. Q. A. C., N. A. A. C., C. W. D. C., I. C. C., Grievance, Anti-Ragging, Examination, Unfair Means, Research and Recognition, P. T. A., Mentoring, N. S. S., Cultural, College Day, Gymkhana, Admission, Attendance, College Magazine, Science Seminar, Kalashree (Intra- Collegiate Festival), Discipline committee and the Associations like Kautilya, English, Marathi and the Commerce Association. There are student representatives in committees like the CWDC and ICC. At the beginning of the academic year the Chairpersons of various committees and associations are expected to chalk out a plan pertaining to the conduct of various activities. In order to execute the activities, the committee members actively interact with each other and organise events/ programmes under the guidance of their chairperson. Active involvement of students is encouraged for the overall development of the student. At the Department level, some of the departments organise workshops and field trips which sees enthusiastic participation from the students. A decentralized functioning mechanism empowers the departments to function with a greater flexibility. The Heads of the Departments delegate work to their colleagues which helps the department to realise its set goals and complete the assigned tasks on time.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>The college is affiliated to the University of Mumbai therefore, all the courses are taught Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges Page 46 as per the curriculum developed by the Board of Studies and the Academic Council of each subject. The curriculum is regularly revised every 3 to 5 years, according to the requirement of various subjects. The college encourages the faculty to participate in various committees like the Syllabus Revision Committee and the Academic Council of the University. A few of our teachers are contributing to this curriculum development process by being on the Board of Studies. Industrial visits, field trips, study tours, workshops and seminars are organised by various departments of the college. A National Conference on "Contemporary Trends in the Humanities and Social Sciences (CTHSS- 2020)" was organised on 15th February 2020.</p>
Teaching and Learning	<p>The teachers are expected to prepare their lesson plans which are then reviewed by the Head of the Department. Along with the traditional chalk and board method, some teachers use audio-visual aids like the OHP, PPT and models to enhance their presentations. Participatory learning is encouraged and students are motivated to take an active part in classroom activities like debates, quiz competitions, presentations and group discussions. Role-plays and other interactive methodologies are adopted to enhance the communication skills of the students. Teachers are also encouraged to use e-resources to keep themselves abreast of the latest developments in their field. Co-curricular activities like Industrial Visits, Field trips, Excursions and Guest lectures are also arranged to facilitate the teaching-learning process.</p>
Examination and Evaluation	<p>Examinations are conducted as per the guidelines laid down from time to time by the Government of Maharashtra and University of Mumbai. The university has been regularly introducing reforms in the examination and evaluation</p>

system. As part of the Choice-based Credit and Grading System (CBCGS), students have to take up projects in the fifth and the sixth semester, for which they are awarded Credit points. In some cases, students pursue live projects. There is a Semester-end examination (twice a year) for the First year, Second year and Third year students, in all the subjects. The 75:25 pattern is followed for select subjects like Foundation Course, at the F. Y. and S. Y. level. Examination committee is appointed by the college, for the smooth conduct of the examinations, and there is in-house printing of papers to maintain confidentiality. Teachers are appointed as examiners, evaluators, paper setters and moderators.

Research and Development

Teachers are encouraged to publish research papers in journals and participate in seminars, conferences, training programmes and workshops. Duty Leave is granted to teachers and their registration fee is reimbursed. A few of our teachers are recognized as Ph. D. guides. The Chemistry Research Lab and the Zoology Research Lab provide adequate facilities to their research scholars. The College has applied to the University to sanction two more research centres in Commerce and Trade and Transport. A One Day Workshop on "Research Methodology/ Intellectual Property Rights" was organised by the Department of Chemistry on 27th February 2020.

Library, ICT and Physical Infrastructure / Instrumentation

Our College is a member of the UGC-NLIST Programme of INFLIBNET. The pages of the main menu and contact details of web-OPAC were modified as per the College library information and services. 99 of the Library collection is available through OPAC (Online Public Access Catalogue) and the web-OPAC.

Human Resource Management

The College administration system has been well planned out and is efficiently managed. At the apex of our Institution is the Principal. Heads of various Departments/ Course Coordinators also form an integral part of the system. They act as the vital link between the teaching staff and the Principal. Teachers are encouraged to upgrade their knowledge by attending

	<p>orientation, refresher, short-term courses, training programmes and workshops from time to time. Parallel to the teaching staff, we also have the library staff and the non-teaching staff. At the head of the non-teaching staff is the Registrar, who is assisted by the Superintendent and the Head Clerk. The Superintendent looks after all the matters pertaining to accounting, whereas the Head Clerk is the in-charge of matters relating to general administration.</p>
Industry Interaction / Collaboration	<p>Resource persons from various industries are invited to deliver guest lectures. The Department of Chemistry has signed an MOU with CleanChem Laboratories LLP.</p>
Admission of Students	<p>The college has been following the online admission process, as per the guidelines prescribed by the University of Mumbai. Admissions are managed and monitored by the admission committee, which is formed by the Principal and which includes teaching staff members from various streams. The committee for admissions for the Management Quota comprises members of the Management nominated by the Executive Secretary along with the Principal of the College. As per the University guidelines, the schedule is chalked out and students are admitted to the various courses strictly on the basis of merit. Merit Lists are displayed on the College Notice Board as well as on the website. Thus, there is a transparency in the entire admission process.</p>

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

E-governance area	Details
Planning and Development	<p>Teachers are asked to submit soft copies of the activities conducted, conferences, seminars, workshops and training programme details to the IQAC co-ordinator.</p>
Administration	<p>Monis software is used for preparation of salary and bills.</p>
Finance and Accounts	<p>The office uses Tally 9.</p>
Student Admission and Support	<p>Student Admission process is online.</p>
Examination	<p>At the third-year level, (Semester V) for all streams in aided and unaided sections, papers are received via the DEPDS (Digital Examination Paper</p>

Delivery System) of the University of Mumbai. Papers are downloaded in a secure room to ensure confidentiality. University assessment is online On-Screen Marking (OSM). Due to Covid-19 Pandemic and subsequent lockdown it was not possible to conduct examinations in the regular offline mode. However, the first, the second and the third year March/April, 2020 examinations have been conducted online as per the University guidelines in September/October, 2020. Question Papers in objective type were set by the concerned teachers for Semesters II, IV and VI and for backlog of Semesters I, III and V and all these examinations were conducted online. The results were displayed on the college website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. Manjusha Patwardhan	One day National Conference on "Contemporary Trends in the Humanities and Social Sciences (CTHSS-2020)	--	1500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	---	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
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Short term Course in Research Methodology by UGC, HRDC, University of Mumbai	1	11/11/2019	16/11/2019	6
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
29	Nil	54	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>As per the government norms, medical facilities are duly provided and teachers can avail of the same. There is a Co-operative Credit Society for their benefit. Newspapers are available for reading in the staff room. There is a Tea club for the staff on a non-profit no-loss basis. Emphasis is laid on the physical health and mental well-being of the teachers and therefore, programmes like the celebration of International Yoga Day are organised. A short felicitation is organised for the teachers to celebrate their birthdays. The Staff Academy organises farewell programmes for the staff on the occasion of their retirement and at end of each semester, the Staff lunch is a much-awaited event. Female staff members are given Child care leave and Male staff members are given Paternity leave as per the Government rules and regulations. The staff members take benefit of the Canteen facility and the Counselling facility.</p>	<p>L.T.C. and medical facilities, as per the government norms, are provided. There is a Co-operative Credit Society for the benefit of the non-teaching staff. In case of the sudden demise of any staff, their spouse/ heir is given a job in the institution on compassionate grounds. Farewell programmes are organised for the staff, on the occasion of their retirement. A workshop on Laboratory Safety was organised for the Lab attendants on 13/09/2019. A session on Soft Skills for the Non-teaching was conducted by Rotarian Ms. Urmila Prabhu on 17/09/2019. Every year on the Annual Function of the College, one session is conducted where families of the non-teaching staff are invited. It is an opportunity for them to enjoy informal get-together. Members of non-teaching staff also take benefit of the Counselling centre facility free of cost.</p>	<p>L.T.C. and medical facilities, as per the government norms, are provided. There is a Co-operative Credit Society for the benefit of the non-teaching staff. In case of the sudden demise of any staff, their spouse/ heir is given a job in the institution on compassionate grounds. Farewell programmes are organised for the staff, on the occasion of their retirement. A workshop on Laboratory Safety was organised for the Lab attendants on 13/09/2019. A session on Soft Skills for the Non-teaching was conducted by Rotarian Ms. Urmila Prabhu on 17/09/2019. Every year on the Annual Function of the College, one session is conducted where families of the non-teaching staff are invited. It is an opportunity for them to enjoy informal get-together. Members of non-teaching staff also take benefit of the Counselling centre facility free of cost.</p>

Informal get togethers are arranged in the form of Haldi Kumkum celebration for Female members during the festival of Makar Sankranti.

6.4 – Financial Management and Resource Mobilization

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

The Institution regularly conducts internal audit. Qualified auditors are appointed to conduct the audits every six months. All the accounts are efficiently audited. All the reimbursement receipts pertaining to different activities are maintained by the administrative department and presented to the team for auditing. Minor errors and oversights when pointed out by the audit team, are immediately corrected. Effective measures are taken to avoid these errors in future.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Somani Trust Prizes	600	Prize Money
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	Yes	Gandhi and Lakhani Chartered Accountants

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

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

1. The non-teaching Staff is encouraged to participate in various workshops and training programmes from time to time. 2. An annual picnic is organised which helps foster team spirit and also acts as a source of recreation. 3. Laboratory Safety Workshop organised for the Lab attendants on 13/09/2019. 4. A session on Soft Skills for the Non - teaching was conducted by Rotarian Urmila Prabhu on 17/09/2019.

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

1. Remedial lectures were conducted for students who failed to get minimum marks in the concerned subject. 2. The faculty is encouraged to pursue research and present papers at seminars and conferences. 3. A National Conference on

"Contemporary Trends in the Humanities and Social Sciences (CTHSS- 2020)" was organised on 15th February 2020. 4. A One Day Workshop on "Research Methodology/ Intellectual Property Rights" was organised by the Department of Chemistry on 27th February 2020. 5. A Two- Day Online Workshop on 'Motivation and Team Building' was conducted by Rotarian Ms. Urmila Prabhu for the Teaching Faculty on 12th May 2020 and 14th May 2020. 6. The IQAC ensures that the AQAR is prepared and submitted on time.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	"Contemporary Trends in the Humanities and Social Sciences (CTHSS- 2020)"	15/02/2020	15/02/2020	15/02/2020	69
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on 'Cyber Safety' in collaboration with Mumbai police	03/01/2020	03/01/2020	87	Nil
Workshop on 'Sexual Harassment at workplace'	11/02/2020	11/12/2020	92	Nil
Awareness talk on "Health Issues of women" followed by Health Check-up	12/02/2020	12/02/2020	117	Nil
A National Webinar on	11/06/2020	11/06/2020	446	Nil

'Gender Equity and COVID-19: Sub theme- Adivasi Women' organised by the I. Q. A. C. and C. W. D. C. in collaboration with U. W. D. C.				
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The college has been taking initiatives and deep interest towards environment consciousness and sustainability by reinforcing the best practices of it. The College has adopted environment friendly practices and has been taking necessary action time to time such as - energy conservation. The college has worked relentlessly and consistently in cultivating the best practices invoking environmental consciousness among learners, teaching and nonteaching staff.</p> <p>Initiatives have been made by the college in the following areas: a) Good Daylight Design b) Water Efficiency c) Indoor Air Quality and Ventilation d) Energy Efficiency (Awareness) e) Paper Waste Management f) E- Waste Management g) Canteen and Solid Waste Management. • The college has initiated the Energy Conservation Programme by replacing tungsten bulbs and incandescent tubes with LED bulbs and tubes. • The college has well maintained class rooms with sufficient ventilation and light so the use of electricity can be reduced. • At every electricity board in the college the template 'Save Electricity' has been displayed which spread awareness to the faculty and learners for minimum use of electricity. • Faculty, staff and learners are sensitized and motivated for minimum use of electricity. • The college also takes profound interest in organization of Environmental Consciousness and Sustainability Awareness campaigns by N. S. S. unit of the college, different departments and committees. N. S. S. unit of the college conducts awareness campaigns for environmental awareness and conservation. Every year N.S.S. volunteers participate enthusiastically in Tree plantation activity in collaboration with the University of Mumbai. • Electrical appliances with higher power savings (4 star or 5 star) are only purchased. • Energy saving is additionally ensured by students and staff by switching off the lights and fans when not in use. • In various activities such as NSS activities include use of old newspapers for making paper bags and also have distributed in the nearby active markets for their use. We do not use plastic for college events and strictly adhere to use of paper for any of such meets. • On occasions like seminars/conferences the guests are felicitated by giving tulsi plant or books instead of bouquets</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	20
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil
Rest Rooms	No	Nil
Scribes for examination	Yes	Nil

Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	22/08/2019	3	Voter Awareness Campaign	An attempt was made to orient students towards the importance of voting and their participation in democracy through this electoral process	4
2019	1	1	26/08/2019	1	Voter ID Registration	Students benefited by registering themselves for voter registration	3
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
In the College Prospectus Rules and Regulations for the students are given in detail. Every student taking admission in the First Year, is given a copy of the College Prospectus. In addition, the Prospectus is also	17/06/2019	Nil

uploaded on the College Website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
A session on Mental Healing through sound Therapy (Organised by NSS)	31/08/2019	31/08/2019	39
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The institution has taken keen interest in making the campus eco-friendly. • We have Plastic free campus and therefore, the use of plastic in the college premises is totally banned. • We always promote the use of biodegradable-disposable plates, spoons and glasses at the time of any event organised in college in our effort to support environment friendly practices. • Faculty members and students are made aware of E-waste management techniques. Non-working computers, monitors, printers, hardware and all other E-waste are discarded and scrapped on a periodical basis. If some parts are reusable, they are retained for future use. Electronic goods are put to optimum use and are reused. All the equipments are based on latest technology causing very minimal or no environmental hazard. Refrigerators are environment compliant. Damaged instruments / apparatus from the various laboratories of science streams are repaired and then reused. • The college has always been interested in making its campus more environment friendly and takes necessary measures to create awareness and promote preservation and protection of the environment. The college has the 'Nature Club' to strengthen this objective. The College has adopted the 3R policy - Reduce, Reuse and Recycle. The college appeals to all the stakeholders for minimum use of paper and urges them to use electronic media for communication. • Waste generated in the canteen (kitchen waste) is the major solid waste. Compostable waste is separated from the canteen waste and other biodegradable components are accumulated. • Additionally, adequate number of trash and dust bins are placed on each floor and dustbins are labelled properly for segregation of dry waste and wet waste for maintaining healthy environment. We involve students in green activities throughout the year. One of the initiatives in this regard was the active participation of our NSS volunteers in the Swachh Bharat Abhiyan and 'Tree Plantation Drive' organised by University of Mumbai.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

I - Title of The Practice: Strengthening the Cultural Group of students by encouraging them to participate in extra-curricular inter-collegiate and intra-collegiate events and making them self-reliant to handle these events independently. 1. Goal: • To develop a sense of responsibility and acquire self confidence among students, • To make the students discover their inner leadership qualities and talents through participation in various performing art events. • To actively involve alumni to guide the present students in extra-curricular events. 2. The Context: Students very often are ignorant that their all-round personality development depends not only on their academic performance but it also involves participation in co-curricular and extra-curricular activities. Hence there is a need to motivate more and more students to join the cultural group. 3. The Practice: • At the beginning of every academic year the senior students of Bhavan's Cultural Group along with the

Teacher Cultural Co-ordinator go from class room to class room to advertise about the various cultural events held at intra-collegiate level as well as intercollegiate level. They are briefed about the Inter-collegiate Youth Festival organised by the University of Mumbai, various inter-collegiate events organised by various colleges and groups in the city of Mumbai and the College Day Programme as well as the 'Kalashree'- the intra-collegiate festival organised by our college. • The cultural group has three sub-groups: Dance, Music and Dramatics. Each of these subgroups has a student leader who works in close co-ordination with the Teacher in-charge. There are two students who take the responsibility as overall in-charge, that is, Contingent Leader (C.L.) and Assistant Contingent Leader (A.C.L.). • Students join either of these groups depending on their interest. Apart from the performers, students are also encouraged to manage the back stage activities in departments like sound, background music, Set designing, management of costumes, make-up, props and property etc. • It is a matter of great pride for the college to note here that our alumni students volunteer to support the cultural group as the directors and choreographers. A team of alumni students also provide guidance and support to students in managing the back stage activities.

4. Evidence of Success • One of our students, Ms. Shweta Tukrul has been selected on a Reality show "Maharashtra's Best Dancer 2020" telecasted on Sony TV and she is among the top 12 contestants. It is a matter of great pride for us that she is working under the mentorship of choreographer Mr Vaibhav Ghuge who too, is our Alumnus. • Every year the senior students strive to increase student participation in cultural activities. As a result, there is a substantial increase in the number of students involved in the cultural group. • Our cultural group students have excelled in various competitions and have won many awards and prizes this year. • Also, every year the college alumni are making their presence felt at the professional level in films, theatre and television. • Some of our illustrious alumni are celebrities in Marathi and Hindi theatres and film industry.

5. Problems Encountered and Resources Acquired: • Management of various events simultaneously is a difficult task. It is sometimes challenging for the C.L., A.C.L. and the Management Team to balance the multiple events happening in various colleges around the same time. • Most of the colleges organise these events in the months of August, November and December annually. Balancing these events with the academics also is a serious challenge for many participants. Management of resources and funds is another challenge as the college has a limited budget for the extra-curricular activities. Therefore, the students have to participate and perform on a limited budget by cost cutting.

II- Title of The Practice: Collaborative Enrichment Workshop

1. Goal: To give students an opportunity to interact with their peers from other colleges and to give them exposure about various gender issues.

2. The Context: Till 2017-2018, we have been organising various programmes on Gender Sensitisation for the benefit of the students of our college. In the last academic year, we took the initiative to give them a wide exposure to interact with their peers from other colleges to add to their learning experience. With this aim, the Department of Sociology of our college started a joint venture with the Department of Sociology of the Wilson College, Mumbai. We received a positive feedback from our students about this initiative and therefore, it was decided to sustain this practice.

3. The Practice: As per the decision to conduct one workshop in each semester, the first workshop was organised in our college on 23rd August 2019 on the theme "Understanding Gender" in which 75 students participated. The Resource persons for this workshop were Dr. Leena Pujari, Head, Department of Sociology, K. C. College, Mumbai and Ms. Kamayani Bali Mahabal, Social Activist. Dr. Pujari enlightened the students on the topic 'Rethinking Sex, Sexuality and Gender', whereas Ms. Mahabal covered the topic 'Construction of Masculinity in Patriarchal Society'. The second workshop was organized in Wilson College on 31st August 2019 on the theme 'Gender and Justice'. The three sessions in this workshop were: 1) Sexual Offences against Women and Children' 2) Legal

Interventions: Rethinking Shariat Law- Perspectives of Muslim Women' 3) Gendered Citizenship. The sessions were conducted by Adv. Nousheen Yousuf, Ms. Hasina Khan, Founder, Bebaak Collective and Ms. Sanobar Keshwar, Human Rights Activist, respectively. The next workshop in the series was organized on 25th November 2019 on the theme "Gender Concerns" with 70 participants. Ms. Aanchal Narang, Gay Rights Activist, was invited as a Resource person to enlighten the students about 'Gender, Sexuality and Identity'. Adv. Monica Sakrani was the p other Resource Person who spoke on the topic 'Sexual Harassment at the Work Place'. 4. Evidence of Success: Feedback was acquired from the participant students who gave a positive response about the collaborative workshop. After evaluation of the joint venture, it was decided to continue this venture even in the future and rather than keeping it limited to students of only two participant colleges, we should invite students from other colleges across the city of Mumbai as well. 5. Problems Encountered and Resources Acquired: The college did not have any provision for a budget for such joint venture, therefore a reasonable contribution was collected from the participant students and within the limited budget, and all the expenditure was managed. Apart from these two best practices which have been continued from the last year, this year we also worked towards organising various activities for the benefit of our students in order to create awareness of Mental Health issues. Title: Mental Health Awareness Goals: 1) To create awareness about the importance of Mental Health among the staff and students of the college. 2) To reduce the stigma associated with mental ill-health and help the staff and students think positively and bring transformation in their thoughts and behaviours to help them cope with stress in their life. Context: Students face many issues during the phase of adolescence. Apart from the academic pressure, they face various issues associated with relationship management, low self-esteem, anger control and lot more. Since many students from our college belong to economically weak background, students additionally face financial pressures. Cases reported in the Counselling and Guidance Center have brought this issue to the forefront. Another important observation and concern brought to notice by our College Counsellor was that some students are adhering to the practice of self-medication and other dangerous means to deal with their stresses. It thus became important that these issues of the students in particular should be addressed on a large scale because not everyone who needs help walks to the Counselling and Guidance Center. Hence, Department of Psychology and the Counselling and Guidance Center decided to focus on activities addressing these mental health issues of the staff and students. Practice: Various programmes and activities were organised in this regard: (1) 'Mental health awareness week' was organized from the 26th August to 31st August 2019. Following activities were carried out as part of the 'Mental health awareness week.' Street Play: addressing the mental health issues of adolescents. Book-review session: on some books focusing on the concepts and application of Positive Psychology Movie-screening and Discussion: Movie 'Inside Out' was screened followed by group discussion Psychological testing session followed by counselling: A session on 'Healing with Sound Therapy' by Sound Therapist Dr. Anita Chitkara. (2) 'Colours of Mind' organized on 17th February 2020 with the aim to teach the concepts of Psychology in a fun and enjoyable way and to bring Psychology outside the book into action and burst some myths about Mental health and illness. Students conducted various Individual and Group games for their fellow students focusing on teaching certain important concepts of Psychology like perception, team-building, emotions, etc. in an experiential manner. (3) Visit to ETC Center for Disability, Vashi, Navi Mumbai: was organized on 18th February 2020 in order to create awareness among students about various mental and physical disabilities and promote empathy among them. (4) Healthy Minds Challenge

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

institution website, provide the link

<https://www.bhavanschowpatty.ac.in/assets/Documents/About%20College/Best%20Practices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. Being an aided college under the University of Mumbai, the students are admitted to various courses strictly as per the guidelines laid down by the University of Mumbai, through the online admission procedure. However, majority of our students come from socioeconomically moderate background. Locating itself in the south Mumbai region amongst the top few colleges of the University, our college caters to the socio-economically weaker sections of society. The academically average students, show a positive change in their academic record due to the efforts of our dedicated teaching staff and seem to thrive positively after finding themselves in our college studying and participating in various academic, co-curricular and extra-curricular activities. 2. Bhavan's has a strong cultural group. Every year the number of student participants is increasing due to the popularity of Bhavan's cultural group. We boast of famous film and theatre personalities such as Late Laxmikant Berde, Mr. Mahesh Manjrekar, Mr. Devendra Pem, Late Mr. Kamlesh Mota, Ms. Pallavi Patil, Mr. Sameer Khandekar and Mr. Vaibhav Ghuge who have proved their mettle in the Marathi as well as Hindi entertainment industry. Another noteworthy practice in our cultural group is the Voluntary guidance provided to the current students by our famous alumni. Every year the alumni of Bhavan's college visit the college to guide the current students in dance, music and theatre events thereby contributing to strengthen the rich cultural heritage. Apart from illustrious alumni in the cultural group, we also seek guidance from our well-placed alumni members in various industries and political organizations like Rotarian Mr. Rupen Doshi, CEO Future Tech. Weblink: <http://bhavanschowpatty.ac.in/>

Provide the weblink of the institution

<http://bhavanschowpatty.ac.in/>

8.Future Plans of Actions for Next Academic Year

The I.Q.A.C. aims to continue the positive and healthy practices which already exist in the College. At the same time, it would strive hard to overcome the drawbacks shortcomings. With this vision, the I.Q.A.C. plans to implement various activities/ programmes for the benefit of our various stakeholders. While planning these activities, care has been taken to work on the suggestions given by the NAAC Peer Team in 2015. The I.Q.A.C. has defined various parameters for enhanced performance in the next academic year: I- For students: 1)Developing leadership qualities by involving student representatives on IQAC and CWDC and in organising various events 2) Starting e cell- Incubation Centre 3) Starting Entrepreneurship Cell 4) Starting of Rotaract Club for students 5) Setting up of Competitive Examination Guidance Cell 6) Introduction of Value added/ Certificate/ Add-on Courses 7) Conducting a Disaster Management Workshop/ First Aid Training for students as well as the staff. II- For Staff (Teaching and Non-Teaching) 1) Organisation of International Conference by Science Departments 2) Organising specialised workshop for the Lab Attendants on Maintenance of instruments 3) Organising FDPs in collaboration with agencies like UGC/ NAAC/ RUSA etc. and if possible, publish an e-book 4) Giving a boost to interdisciplinary collaborative activities whereby various departments from the Arts, Science and Commerce streams would join hands in conducting collaborative programmes for the benefit of students 5) Encouraging staff members to undertake Research projects 6) Organising guidance lectures about Research and Resource

Mobilisation, giving inputs on various Funding Agencies 7) Organising webinar on Intellectual Property Rights in collaboration with other colleges III- For College as an institution: 1) To make the college YouTube channel and Facebook page functional 2) To start Nature Club to create environmental awareness and appreciation and respect for nature 3) To develop Model Code of Conduct for the various stakeholders of the college 4) To conduct Academic and Administrative Audit for self-evaluation and improvement