

ANNUAL QUALITY ASSURANCE REPORT
OF THE
INTERNAL QUALITY ASSURANCE CELL
(2010 – 2011)
OF
DR. BHANUBEN MAHENDRA NANAVATI
COLLEGE OF HOME SCIENCE



VISION

Empowerment of Women through Quality in Education

MISSION

To impart quality education to women and enable them to become independent and competent, thereby benefiting our society and country at large

PART A

1. ACTIVITIES OF THE I.Q.A.C.

The Quality Assurance Cell (Q.A.C) and the Internal Quality Assurance Cell (I.Q.A.C.) of Dr. B.M.N College was constituted in 2003 as per the guidelines received from National Accreditation and Assessment Council (N.A.A.C). Ever since its inception in 2003, the I.Q.A.C. of Dr. B.M.N College has played a proactive role in initiating and monitoring activities that enhance the quality of education in our institution.

The I.Q.A.C works towards a definite plan of action by deciding upon thrust areas at the beginning of the academic year. The thrust areas for the academic year 2010-2011 were decided as follows:

- Focus on the reaccreditation process
- Strengthen ongoing activities on life skills education
- Strengthen outreach activities for community well-being with special emphasis on 'Women and Children'
- Enhance Information Communication Technology (ICT) and Computer aided enabled learning and teaching methods
- Improve and enhance infrastructure facilities
- Enhancing personnel and professional development of non-teaching staff

In the course of the academic year, the I.Q.A.C. monitored activities with regard to the above mentioned thrust areas. Performance review meetings were held on the first Tuesday of every month, following the regular senior college staff meeting, so as to allow all staff members to discuss activities viz. the outlined thrust areas.

The I.Q.A.C is committed to enhancing the quality of education in our institution. We are guided in this effort by members of the Q.A.C i.e. Quality Assurance Cell. This year, the I.Q.A.C presented its annual review to the Q.A.C on 12th April 2010. The I.Q.A.C shared the experience of reaccreditation as well as the suggestions put forth

by the NAAC Peer Team. QAC members gave invaluable inputs on how to implement these suggestions.

1.1 IDENTIFIED THRUST AREAS AND THE RESULTING OUTCOME:

THRUST AREA 1: ORIENTING AND PREPARING ALL STAKEHOLDERS FOR THE REACCREDITATION PROCESS

Objectives:

- a. To familiarize and orient all stakeholders to the reaccreditation process
- b. To involve faculty members in the preparation of the RAR report
- c. To streamline documentation required for the RAR report
- d. To prepare stakeholders for the NAAC visit to the Institution

Outcome:

- a. IQAC coordinator held regular meetings with staff members to explain the different criterion under which the NAAC RAR report was being prepared. Drafts of the RAR were prepared and staff members were involved in giving feedback at regular intervals. Committees were involved in preparing booklets highlighting activities of the last 5 years. The RAR report was submitted in September 2010.

THRUST AREA 2:- STRENGTHENING ONGOING LIFE SKILLS EDUCATION PROGRAMS

Objectives:

- To maximize the personal, professional, academic and extra-curricular potential of all students, thus helping them tap their hidden potential
- To enable them to be able to develop decision making skills
- To assist them in defining their career goals
- To equip students with sufficient skills to cope with challenges in an increasingly stressful environment
- To assist students in handling competition/conflict at various levels
- To provide them with adequate information to handle aspects related to their physical and mental well being

Outcome:**a. Workshop on ‘Pre – Marital Counselling: A Contemporary Social Need’**

A seminar on ‘Pre-Marital Counseling was conducted to address certain misconceptions among students and to counsel them on topics related to pre-marital issues. The target audience was students from the Department of Computer Applications and P.N Doshi College, Ghatkopar. Approximately 280 girls in the age range of 18-20 years attended the programme.

Sessions conducted were as follows:

Intimacy and Sexuality (Difference between men and women)	Mr. Jeevan D’Cunha
Sexually Transmitted Infection	Dr Swati Allahabadia
Communication and Conflict Resolution	Fr. Patrick D’mello
Panel Discussion on ‘Sexuality and Relationship: Myths and Reality’	Dr Ashok Balsekar, Dr Yusuf Matcheswalla and Dr Minoos Ratan



Inauguration of the Seminar by Mr. Jeevan D’Chuna



Panel discussion by Dr. Yusuf Matcheswalla, Dr. Ashok Balshekar, Dr. Minoos Ratan

THRUST AREA 3: SERIES OF OUTREACH ACTIVITIES FOR COMMUNITY WELL-BEING WITH SPECIAL FOCUS ON 'WOMEN AND CHILDREN'

Objectives:

- To create awareness among students about social problems faced by women and children in our society
- To allow students the opportunity of giving back to society in some small measures the benefits of their own education, and thus enabling them to work towards the betterment of society.
- To devise programs wherein the students can share the inputs they have received viz. their specializations
- To create awareness among female students about aspects related to their own health and well being
- To involve students in programs wherein they can train women in the community in skills that would help them to make them self-reliant
- To equally involve staff members in outreach programs

Outcome:

- a. Smt. Dakshaben Pathak Memorial Lecture Series on Women and Health:**
Endowment Lecture on 'Breast Cancer and Stoma Care' by Dr. Anita Borges and Dr. Harikesh G. Buch. Attended by 110 students and teachers on 3rd September, 2010.
- b. Extension Activities on Women and Health at the Rural Development Centre, Talasari, in collaboration with the Department of Adult & Continuing Education & Extension work**

DATE	ACTIVITIES
15.09.2010- 17.09.2010	Integration of the Prangan Nursery School with the under privileged Children from Shradhanand Mahila Ashram/ on the occasion of Ganeshotsav
25.10.2010- 27.10.2010	Training programme organized for Nursing students of Smt. S.C.N.I. of Polytechnic

24.12.2010	Vocational Training on 'Importance of Nutrition for Children'. A Workshop was organized at Talasari (Maharashtra) for the parents of the Balwadi of Rural Development Centre.
24.01.2011	Visited SEC Day School for the Handicapped. The SY FRM students visited and witnessed the working of the Welfare Organization.
09.02.2011	SY Human Development students visited Asha Deep Association an organization working for the welfare of slum children.
15.02.2011	27 SY B.Sc. Nutrition students visited the Manav Seva Sangh at Matunga as part of an Outreach Programme. They visited the adoption centre, the old age home and the day care centre.

c. 'Haath Mein Sehat' Project Undertaken by the N.S.S. Unit of Dr. B.M.N. College of Home Science in Collaboration with the University of California, Berkeley:

DATE	EVENT DESCRIPTION
13.07.2010	NSS 'Haath Mein Sehat' (Health is in our hands) Project Co-coordinators Ms. Miriam Alvarado & Ms. Lisa Veliz conducted training programme for HMS volunteers
15.07.2010	An Orientation was held on participatory activities on Safe Drinking Water, Sanitation and Hygiene. HMS Co-coordinators (Mr. Eddie, Ms. Jen and Ms. Srehe) conducted a second training programme for the Volunteers.
08.08.2010	14 NSS Haath Mein Sehat Volunteers attended the All HMS Volunteer Meet at SIES College, with HMS project Co-coordinators from University of California, Berkeley who hosted lunch for all HMS volunteers. Our students felicitated the co-coordinators of Berkeley. Other HMS partners were from SIES & St. Xavier's College.
05.03.2011	Performed Skit and Puppet Show at Shelter Don Bosco



HMS training program



HMS street play

d. PRE-VASTRA 2011 EVENT - AN EXTENSION ACTIVITY OF THE TEXTILE SCIENCE & APPAREL DESIGN DEPARTMENT

The Pre-Vastra 2011 event was a challenging experience for TY Textile Science & Apparel Design students, who were invited as trainers for income generating textile crafts for under privileged students of three NGOs namely Shelter Don Bosco, Manav Seva Sangh and Asha Sadan. The sessions were conducted on Saturdays and Sundays for four weeks. The enthusiasm of the TY students was highly appreciated by the Director, Dr. K.G. Narayankhedkar & Dr. Anoop Rakshit, Head of the Textile Department. They also felicitated the students of TY TSAD.

DATE	ACTIVITY	TARGET AUDIENCE
15.01.2011- 16.01.2011	Tie & Dye	Shelter Don Bosco, Asha Sadan, Manav Seva Sangh
22.01.2011- 23.01.2011	Paper beads Making & Jewellery Making	Asha Sadan, Manav Seva Sangh
29.01.2011 - 30.01.2011	Candle Making Door Mat Making	Asha Sadan, Manav Seva Sangh
05.02.2011 - 06.02.2011	Macrome Belts Making	Shelter Don Bosco, Asha Sadan, Manav Seva Sangh



Pre-Vastra event TYTSAD training the students of NGO

**THRUST AREA 4:- ENHANCING INFORMATION COMMUNICATION
TECHNOLOGY (ICT) AND COMPUTER AIDED
TEACHING AND LEARNING**

Objectives:

- To increase facilities wherein students can easily access the internet for project work and as part of the independent learning
- To ensure that all students on campus are 100 percent literate
- To incorporate more computer aided teaching-learning opportunities into the curriculum

Outcome:

- a. The institution started a special internet corner with eight computers wherein students can avail of internet facilities at no extra cost.
- b. In order to ensure computer literacy among all our women students, we are offering a program 100 hours of computer literacy to all Home Science students.
- c. Some of the special efforts taken in 2010-2011 to include Information and Communication Technology components in the curriculum are as follows:
 - i) **The Department of Textile Science and Apparel Design** offers the subject 'Information Technology in Textile Science & Apparel Design' which involves 2 practical classes per week i.e. 100 min per week. Students are trained on how to design printed as well as woven designs on the computer as per need of industry.
 - ii) **The Department of Human Development** offers an ICT component in the paper 'Curriculum Planning for Young Children' wherein the applicability of computers to Early Childhood Education is discussed. Students are trained on how to make worksheets and other activity sheets for pre-school children using computer programs
 - iii) **The Department of English/Foundation Courses** has been offering an innovative program for the last six years wherein students can participate in an Online Culture studies Program with the University of Magdeburg (2002 – 2009) and the University of Potsdam (2010) in Germany. Students are paired with German partners and e- interactions are conducted according to a structured time

schedule. The objective is to hone communication skills of students, to encourage creative thinking and to encourage using the internet as a source of information.

- iv) Under the subjects of **Environment and Ecology/Current concerns**, project work is conducted in collaboration with the Dept of Computer Applications wherein First Year B.Sc. Students are expected to present their project work only through power point presentations. Students are supervised on the subject matter by the subject teacher of Environmental studies. The teacher of Basic Computer Applications guides students on the techniques of making effective power point presentations
- d. Students in the Bachelor of Computer Applications are trained in the use of the latest hardware and software, as per industry demands. New subjects that have been introduced are: i) Introduction to Microprocessor ii) Java programming iii) Visual programming iv) Web Technology.
- e. Other methodologies used that include Information and communication technology are as follows:
- Encouraging students to use PowerPoint presentations for seminar and retaining the selected presentations on CDs as teaching aids.
 - Encouraging the use of internet for reference work
 - Promoting teacher-student interaction through yahoo group mails. Each department has formed a yahoo group mail account. The group-mail is used to post information on assignments, seminar topics, internship experiences, job opportunities etc
 - Audio-visual materials (CDs/VCD/DVDs etc) are available in the library
 - Notes related to Computer Applications such as on 'Enterprise Resource Planning', 'Cache memory' and 'Error Correcting Code' are uploaded on the college website
 - Information on syllabus content, question banks, seminar files etc are uploaded onto the computer node of the 'knowledge centre' in the library
 - The college is registered for INFLIBNET facilities for access to online journals

- g. As part of using ICT for instruction and dissemination of information, the library has initiated a Knowledge Centre. The Knowledge Centre is a web based information portal wherein information regarding the college, contact details, faculty details, RTI etc is posted and updated on a regular basis. It also holds timetables, question bank, Unit test and university question papers (subject wise). It has an internet portal which can be used to update notes to be distributed to the student. Faculty and students can access e-journals through N-Inflibnet facilities.
- h. The number of computers has doubled since the last assessment (from 85 computers to 151 computers). An additional air-conditioned computer laboratory has been set up with a total number of 30 computers. There are 116 computers totally in the laboratories. In addition there is an internet centre with 8 computers with internet connectivity to which students have access for their course work/co-curricular activities. Staff also have access to 6 laptops. The computer student ratio is 1:5

Floor/Department	No of computers stand alone	No. of computers in LAN
8 th floor(Library)	5	4
7 th floor(Nursing)	1	-
6 th floor(Aviation)	-	10
6 th floor	1	-
5 th floor(Computer labs, Internet lab, Seminar room, staff room)	2	113
Ground floor	4	11
Total	13	138

Licensed Softwares:

- Signed Microsoft agreement for the entire campus
- Microsoft Office- 6 product (22 licensed copies)
- Adobe software- 1 product (5 copies)
- Ingram Micro
- Oracle – 1 product (5 user)
- Tally-ERP multi version 1 product
- Anti Virus (Quick Heal)

Computer facilities are also made available in the Principal's office (1), BCA staff room (2 with internet), the library (4 + 4 with internet), the Vice-Principal's office (1 with internet), Prangan experimental nursery (1 with internet), the main office (8 + 1 with internet), staff room (1).)

7 overhead projectors, 6 Laptops and 4 LCD Projectors are available on demand for the purpose of presentations and project work. Staff and students also have access to printers, 3 scanners, and allied peripheries on special request.



Internet Lab



Computer Lab

THRUST AREA 5: IMPROVING AND ENHANCING INFRASTRUCTURE FACILITIES

In 2009–2010, the Seva Mandal Management added a 7 storied annex building Smt. Vasantben Shah Vidhya Bhavan area measuring 1555.56 sq mts, with facilities of a spacious staff common room ('gurukool'), a students' common room/recreation zone, and additional classrooms.

Renovation plans have been carried out on the ground floor to ensure a congenial working atmosphere for non teaching administrative staff. Lift installation has been undertaken at the total cost of Rs 328556/-. The Prangan experimental nursery has also been renovated.

In order to stream maintenance of infrastructure, the following annual maintenance contracts have been awarded:

Sr. No	Item to be maintained	Name of the Company	No. of turns in a year	Contract term/AMC
1	Computer	Porwal Systems	Appointed 3 persons for systems maintenance throughout the year	Yearly
2	Security / House keeping	Globe Utilities	Appointed 8 persons for housekeeping and security throughout the year	Monthly
3	Air conditioners water coolers	Nova Weather Works	Quarterly	Yearly
4	Computer services	R J R Brothers	Cleaning of hardware Fortnightly	Monthly
5	Lifts	Excel Lifts Enskon Elevator	Quarterly	Yearly
6	Water purifiers	A-one Enterprises	Quarterly	Yearly
7	Lights & Fans, Refrigerators, gym equipment, Carpentry	By in-house non teaching staff	As and when needed	
8	Pest Control	Jardine Henderson Limited	Once every three months for cockroaches and silverfish Once every month for rats	Yearly

THRUST AREA 6: **ENHANCING INTERPERSONAL SKILLS OF NON-TEACHING STAFF**

Objectives:

To improve the inter-personal relationships/communication skills of non-teaching staff.

Outcome:

A number of sessions have been specially organised for non-teaching staff members

DATE	ACTIVITIES
08.06.2010	A Workshop on 'Time Management & Dealing with Stress', was conducted by Dr. Shobha Dedhia
17.07.2010	A Workshop on the topic 'Effective Communication at Work Place' was organized by Mrs. Usha Kumar
22.10.2010	A Workshop on 'Total Quality Life' was conducted by Mrs. Veena Verma and Ms. Kavita Khadpe
04.12.2010-05.12.2010	Mrs. Divya Kamath, Mrs. Chitravathi D'Souza, Mr. Kishore Tawde, Mr. Dilip Sale and Mr. Shashi Chavan attended a Two Day Workshop on "Discipline & Work Culture" organized by Smt. MMP Shah Women's College at Lonavala
03.02.2011	Mr. Kishore Patil and Mr. Dilip Sale participated in a One day State Level workshop on 'Emotional Intelligence' organized by Nagindas Khandwala College, Malad

2. COLLEGE PREADMISSION POLICIES

The college offers admission to all female students irrespective of their social or economic background. In order to facilitate the smooth processing of admission, the Admission Committee reports for duty as soon as the results of the H.S.C Board Exam are declared.

The Admission committee is equipped with a checklist and guidelines for admissions, viz SNTD Women's University rules and regulations about admission, intake capacity, admission criteria, details about the changes in the university eligibility criteria (if any) etc. The same details are displayed on the notice board for the students seeking admission. Details are also published in the college prospectus and website. A special effort is made to provide counseling services to students about the career possibilities of

the Home Science courses. The Committee maintains a file containing all the proceedings during the admission duty.

The process for selection of major/specialization for the SY B.Sc students is conducted viz. a computerized program, in order to ensure a fair treatment to all.

2.1 PRE-INSTRUCTIONAL PLANNING:

The administration ensures that the academic calendar is ready before the new session commences. The calendar is displayed on the bulletin board, and is also placed online. All students received the college prospectus with a detailed description of course structure, including the syllabus, unique features of the departments, career options and future course options. The calendar is printed in the college diary.

Once the students procure admission, the class teacher organizes a half day orientation, wherein students and parents are given information about the course structure/curriculum. They are introduced to faculty members. They learn about extra-curricular activities, rules and regulations, evaluation patterns, examination procedures etc. In-charges of the co-curricular, NSS, and Sports committee also conduct orientation programs for the new students. A best practice that the institution has introduced is to conduct a PTA meeting as soon as the term begins in order to orient parents to the activities of the college, semester system, evaluation patterns etc.