

**COLLEGE OF HOME SCIENCE,
NIRMALA NIKETAN**

INTERNAL QUALITY ASSURANCE CELL

**ANNUAL QUALITY
ASSURANCE REPORT**

2011-2012

SUBMITTED ONLINE ON 27TH SEPTEMBER 2012

AQAR REPORT 2012-2013

1. Kindly provide the details of the institution

Name of the Institution: College of Home Science, Nirmala Niketan
Year of establishment of the Institution: 1969
Address Line 1: 49, New Marine Lines
Address Line 2:
City/Town: Mumbai
State: Maharashtra
Postal Code: 400020
Email Address: nnchsc@mtnl.net.in

2. NAAC Accreditation / Reaccreditation Details

Year of Accreditation / Reaccreditation: 2003, 2009
Current Grade: B
CGPA: 2.9

3. Institutional Status: Permanent Affiliation

4. Contact Person Details

Name of Head of Institution: Dr. (Ms.) Perpetua Machado
Contact Phone: 022-22007544
Email: principal@nirmalaniketan.com
Website URL: www.nirmalaniketan.com
Name of IQAC Coordinator: Dr. (Mrs.) Geeta Ibrahim
Email: teekay7@rediffmail.com

SECTION I

5. Number of academic programmes existing

Undergraduate (B.A./B.Sc./B.Com. etc.): 01
Post Graduate: 01
Research Programmes: 01
Certificate programmes: 00
Professional Programmes: 00
Other value added programmes: 02
Any other programme offered (Specify): 01 (Post Graduate
Diploma in Dietetics
& Applied Nutrition)

6. Details on Programme Development

New programmes added during the year:	<u>02</u>
New programmes designed:	<u>01</u>
Programmes under revision:	<u>00</u>
Interdepartmental collaborative programmes:	<u>00</u>
Inter institutional collaborative programmes:	<u>07</u>
Number of review committee recommendations implemented (Total):	<u>04</u>
Number of NAAC peer team recommendations implemented:	<u>10</u>
Number of UGC/any other expert committee recommendations implemented:	<u>03</u>
Number of review committee recommendations under implementation:	<u>01</u>
Number of NAAC peer team recommendations under implementation:	<u>04</u>
Number of UGC/any other expert committee recommendations under implementation:	<u>04</u>

7. Faculty Details:

Total faculty strength required as per norms for all programmes:	<u>28</u>
Total faculty on rolls:	<u>27</u>
Faculty added during the year:	<u>00</u>
Faculty positions vacant:	<u>01</u>
Faculty left during the year:	<u>01</u>
Total number of visiting faculty:	<u>20</u>
Total number of guest faculty:	<u>02</u>

8. Qualification of Faculty

PhD and Above:	<u>10</u>
M.Phil.:	<u>05</u>
Masters:	<u>26</u>
Any other (Specify):	<u>00</u>

9. Faculty qualification improvement

Ph.D. awarded to existing faculty:	<u>00</u>
MPhil awarded to existing faculty:	<u>00</u>
Any other degree awarded to existing faculty:	<u>00</u>

10. Administrative Staff Details

Administrative Staff (total sanctioned):	<u>09</u>
Administrative staff (Actual strength):	<u>05</u>
Added during the year of reporting:	<u>00</u>
Left during the year:	<u>02</u>
Number of posts vacant:	<u>04</u>

11. Technical Support Staff Details

Technical Support Staff (Total sanctioned strength):	<u>20</u>
Technical Support Staff (Actual strength):	<u>17</u>
Added during the year:	<u>00</u>
Left during the year:	<u>00</u>
Number of posts vacant:	<u>03</u>

SECTION II

12. Establishment details

Year of establishment of IQAC:	<u>30/09/2009</u>
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13. Composition of IQAC

Number of IQAC members:	<u>14</u>
Number of Alumni in IQAC:	<u>00</u>
Number of students in IQAC:	<u>00</u>
Number of faculty in IQAC:	<u>08</u>
Number of Administrative staff in IQAC:	<u>02</u>
Number of Technical staff in IQAC:	<u>00</u>
Number of Management Representatives:	<u>01</u>
Number of External Experts in IQAC:	<u>02</u>
Number of any other stakeholder and community representatives:	<u>00</u>

14. IQAC Meetings

Number of IQAC meetings held during the year:	<u>07</u>
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15. Whether Calendar of activities of IQAC formulated for the academic year:

Yes

16. IQAC Plans for Development

Number of academic programmes proposed:	<u>01</u>
Number of value added programmes proposed:	<u>01</u>
Number of skill oriented programmes proposed:	<u>01</u>
Number of faculty competency and development programmes proposed:	<u>02</u>
Number of other staff development programmes proposed:	<u>03</u>
Number of student mentoring programmes proposed:	<u>05</u>
Number of co-curricular activities proposed:	<u>04</u>
Number of inter departmental cooperative schemes proposed:	<u>00</u>
Number of community extension programmes proposed:	<u>04</u>
Any other programmes proposed (Specify):	<u>00</u>

17. IQAC Plans for development & Implementation

Number of academic programmes implemented:	<u>00</u>
Number of value added programmes implemented:	<u>01</u>
Number of skill oriented programmes implemented:	<u>01</u>
Number of faculty competency and development programmes implemented:	<u>01</u>
Number of other staff development programmes implemented:	<u>03</u>
Number of student mentoring programmes implemented:	<u>05</u>
Number of co-curricular activities implemented:	<u>04</u>
Number of inter departmental cooperative schemes implemented:	<u>00</u>
Number of community extension programmes implemented:	<u>04</u>
Any other programmes implemented (Specify):	<u>00</u>

18. IQAC Seminars and Conferences

Number of Seminars/ conferences/ workshops organized by IQAC within the institution	<u>01</u>
Number of participants from the institution:	<u>160</u>
Number of participants from outside:	<u>25</u>
Number of external experts invited:	<u>22</u>
Number of external conferences/seminars/workshops on institutional quality attended:	<u>00</u>
Number of events conducted with IQACs of other institutions as collaborative programmes:	<u>00</u>

19. Did IQAC receive any funding from the UGC during the year? No

20. If the response to Qn. 19 is Yes, please provide the amount received from UGC / Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC:	<u>Rs. 00/-</u>
Amount Received from any other source including college management:	<u>Rs. 75,000/-</u>

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- 10 teachers applied and received Minor Research Grant from University of Mumbai

SECTION III

22. Academic Programmes

Number of new academic programmes developed or designed by faculty:	<u>04</u>
Number of faculty members involved in curriculum restructuring/ revision/ syllabus development:	<u>28</u>

Number of programmes in which evaluation process reformation taken up and implemented:	<u>04</u>
Number of active teaching days during the current academic year:	<u>180</u>
Average percentage of attendance of students:	<u>75%</u>
Percentage of classes engaged by guest faculty and temporary teachers:	<u>10%</u>
Number of self financed programmes offered:	<u>03</u>
Number of aided programmes offered:	<u>03</u>
Number of programmes discontinued during the year:	<u>03</u>

23. Whether any systematic student feedback mechanism is in place?

Yes

24. Feedback details

Percentage of courses where student feedback is taken:	<u>100%</u>
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25. Is feedback for improvement provided to the faculty?

Yes

26. Faculty Research, Projects and Publication details for the year

Number of major research projects undertaken during the year:	<u>00</u>
Number of minor research projects undertaken during the year:	<u>08</u>
Number of major ongoing projects:	<u>00</u>
Number of minor ongoing projects:	<u>00</u>
Number of major projects completed:	<u>00</u>
Number of minor projects completed:	<u>08</u>
Number of major project proposals submitted for external funding:	<u>01</u>
Number of minor project proposals submitted for external funding:	<u>02</u>
Number of research publications in peer reviewed journals:	<u>15</u>
Number of research publications in international peer reviewed journals:	<u>04</u>
Number of research publications in national peer reviewed journals:	<u>11</u>
Number of research papers accepted for publications in international peer reviewed journals:	<u>00</u>
Number of research papers accepted for publications in national peer reviewed journals:	<u>04</u>
Average of impact factor of publications reported:	<u>00</u>
Number of books published:	<u>00</u>
Number of edited books published:	<u>01</u>
Number of books (single authored) published:	<u>00</u>
Number of books (coauthored) published:	<u>00</u>
Number of conferences attended by faculty:	<u>40</u>
Number of international conferences attended:	<u>16</u>
Number of national conferences attended:	<u>24</u>
Number of papers presented in conferences:	<u>49</u>
Number of papers presented in international conferences:	<u>23</u>
Number of papers presented in national conferences:	<u>26</u>

Number of conferences organized by the institution:	<u>04</u>
Number of faculty acted as experts resource persons:	<u>29</u>
Number of faculty acted as experts resource persons – international:	<u>07</u>
Number of faculty acted as experts resource persons – national:	<u>22</u>
Number of collaborations with international institutions:	<u>02</u>
Number of collaborations with national institutions:	<u>04</u>
Number of linkages created during the year:	<u>05</u>
Total budget for research for current academic year as a percentage of total institution budget:	<u>5%</u>
Amount of external research funding received in the year:	<u>Rs. 14,31,200/-</u>
Number of patents received in the year:	<u>00</u>
Number of patents applied for in the year:	<u>00</u>
Number of research awards/recognitions received by faculty and research fellows of the institute in the year:	<u>08</u>
Number of PhDs awarded during the year:	<u>00</u>
Percentage of faculty members invited as external experts/ resource persons/ reviewers/ referees or any other significant research activities:	<u>100%</u>

SECTION IV

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned):	<u>600</u>
Actual enrollment during the year:	<u>503</u>
Student dropout percentage during the year:	<u>6.1</u>
Success percentage in the final examination across the courses:	<u>92.16</u>
Number of academic distinctions in the final examination and percentage:	<u>11</u>
Number of students who got admitted to institutions of national importance:	<u>00</u>
Number of students who got admitted to institutions abroad:	<u>06</u>
Number of students qualified in UGC NET/SET:	<u>02</u>
Number of students qualified GATE/CAT/ other examination (Specify):	<u>00</u>

28. Does student support mechanism exist for coaching for competitive examinations?

No

29. Student participation, if response is yes to Qn. 28 is yes

Number of students participated

30. Does student counseling and guidance service exist?

Yes

31. Student participation, if answer to Qn. 30 is yes

Number of students participated:

58

32. Career guidance

Number of career guidance programmes organized:	<u>01</u>
Percentage of students participated in career guidance programmes:	<u>88.1%</u>

33. Is there provision for campus placement? Yes

34. If yes to Qn. 33

Number of students participated in campus selection programmes:	<u>36</u>
Number of students selected for placement during the year:	<u>29</u>

35. Does gender sensitization program exist? Yes

36. If yes to Qn. 34

Number of programmes organized:	<u>04</u>
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37. Student activities

Number of students participated in external cultural events:	<u>125</u>
Number of prizes won by students in external cultural events:	<u>02</u>
Number of cultural events conducted by the institute for the students:	<u>03</u>
Number of students participated in international level sports and games events:	<u>00</u>
Number of students participated in national level sports and games events:	<u>00</u>
Number of students participated in state level sports and games events:	<u>00</u>
Number of students participated in university level sports and games events:	<u>02</u>
Number of prizes won by students in international sports and games events:	<u>00</u>
Number of prizes won by students in national sports and games events:	<u>00</u>
Number of prizes won by students in state sports and games events:	<u>00</u>
Number of prizes won by students in university sports and games events:	<u>00</u>
Number of sports and games events conducted by the institute for the students:	<u>19</u>

38. Composition of students

Percentage of Scheduled Caste:	<u>1.58</u>
Percentage of Scheduled Tribe:	<u>00</u>
Percentage of other backward communities:	<u>3.96</u>
Percentage of women students:	<u>100</u>
Percentage of physically challenged:	<u>00</u>
Percentage of rural students:	<u>00</u>
Percentage of urban students:	<u>100</u>

39. Scholarships and Financial Support

Number of students availing financial support from the institution:	<u>05</u>
Amount disbursed as financial support from the institution:	<u>25000</u>
Number of students awarded scholarship from the institution:	<u>06</u>
Number of students received notable national/ international achievements/ recognition:	<u>00</u>

40. Student initiatives

Number of community upliftment programmes initiated by students:	<u>07</u>
Number of literary programmes initiated by students:	<u>06</u>
Number of social action initiatives based on science/ environment initiated by students:	<u>01</u>
Number of student research initiatives:	<u>00</u>

SECTION V

41. Whether perspective plan for overall developmental activities is created?

Yes. Term wise as well as annual plan is made and reviewed periodically.

42. If the answer to Qn. 41 is Yes, is the plan implemented and monitored?

Yes

43. Whether benchmarking is created for institutional quality management efforts?

Yes

44. If the answer to Qn. 43 is Yes, please list the benchmarking in various areas of development in bullet format

- Grade improvement for students
- Feedback for teachers and scope for improvement
- Feedback regarding syllabus.
- Faculty development programmes for Teaching and Non-teaching staff conducted regularly
- Free health check ups
- Enhancing the staff interaction through recreational programmes such as picnics, celebrations of festivals
- Preparing Academic Calendar and regular feedback taken on the activities conducted
- Maintenance of Teachers' Diary, submission of plan of work at the beginning of the academic year, and monthly submission of work done to the principal
- TAQ taken by the Principal and feedback given to staff for improvement
- Enhancing research culture
- Training given to staff for usage of ICT for lectures

- Regular review meetings of college committees to upgrading facilities in Library, Laboratories, Sports, Cultural activities, extra-curricular activities, increasing interfaith tolerance through relevant programmes
- Organizing seminars, inviting experts to enhance academic growth for both staff and students
- Encouraging both staff and students to participate and present papers in conferences and seminars at both national and international level
- Increase in the number of research publications
- Increase in collaborative programmes with industry, NGOs, GOs, Academic institutions for increasing Academia-Industry interaction
- Inviting relevant employers for selection of potential candidates
- Deterrent rules for fair and just examination systems
- Strict rules regarding attendance related issues of students
- Mentoring, Counselling for academic as well as non-academic purposes
- Weekly staff meetings to redress and resolve any issues which may crop up in time.
- Encouragement and motivation given to staff and students through appropriate appreciation by the Principal and teachers
- Streamlining the administration and teaching-learning process through delegation of duties to the Heads of Specializations, Class Coordinators, Course Coordinators
- Holistic development of staff and students by organizing Sports, Picnics, College Day, Teacher's Day and celebration of other important events in joint consultations with Students Council, Executive Council and different committee members
- Community outreach programmes were initiated to sensitize the students to the under-privileged and marginalized society both in the urban and the rural sector.
- To ease the financial burden of needy students, student-friendly strategies and support is initiated in terms of scholarships, time consideration for payment of fees.
- Value added Courses have been introduced to add on their curricular studies, to develop their skills, help in entrepreneurship and increase their job opportunities.
- Computer training from basic to advanced is given to students with advanced software made available as per course requirement.
- Access to information at affordable rate is provided to students by an in-house cyber cafe. Photocopying and print out facilities are available at nominal rates
- *Maintenance of clean, hygienic surroundings, good infrastructural facilities
- Computers and projectors are installed in all classrooms to make teaching-learning an enriching experience
- Feedback taken from stakeholders is also taken into consideration.

45. Is a Management Information System (MIS) in place? Yes

46. If the answer to Qn. 45 is Yes, please provide details of MIS applied to

- 1) **Administrative procedures including finance**
- 2) **Student admission**
- 3) **Student records**
- 4) **Evaluation and examination procedures**

5) Research administration

6) Others

(enter the respective details corresponding to serial numbers)

- 1) College maintains records of all the administration procedures including finance.
- 2) Systems for admission at various levels (F.Y.B.Sc., T.Y.B.Sc., M.Sc., Ph.D.) including Eligibility criteria, enrollment, admission procedures regarding number of seats: category-wise, merit list of different courses based on entrance tests and interviews in place; database of records show transparency in the admission procedure.
- 3) Database for student records are maintained and are accessible as and when required
- 4) College level systems for conducting and facilitating Internal examinations and University examinations are in place with the examination Committee framing rules as per University guidelines.
- 5) Systems (policies, actions, role assignments, role clarity) are in place for Research Centre and research at M.Sc. and Ph.D. levels; relevant data is stored
- 6) Systems and relevant records are maintained for curriculum development.

47. Existence of learning resource management

e-database in library:	Yes
ICT and smart-class room:	Yes
e-learning sources (e-Books, e-Journals):	Yes
Production of teaching modules:	Yes
interactive learning facilities:	Yes

48. Internal resource mobilization: Kindly provide the amount contributed

Research:	<u>25,000</u>
Consultancy and training:	<u>10,000</u>
Student contribution:	<u>50,000</u>
Alumni contribution:	<u>1,00,000</u>
Well-wishers:	<u>30,000</u>

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development:	<u>29,45,354</u>
Amount spent for student welfare:	<u>5,00,000</u>
Amount spent for staff welfare:	<u>65,000</u>

50. Is delegation of authority practices? Yes

51. Does grievance redressal cell exist?

Faculty:	<u>Yes</u>
Students:	<u>Yes</u>
Staff:	<u>Yes</u>

52. Grievances received from faculty and resolved

Number of grievances received: 04
Number of grievances resolved: 04

53. Number of grievances received from students and resolved

Number of grievances received: 00
Number of grievances resolved: 00

54. Number of grievances received from other staff members and resolved

Number of grievances received: 00
Number of grievances resolved: 00

55. Has the institution conducted any SWOT analysis during the year:

Yes

56. The SWOT analysis was done by internal or by external agency: Internal

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Only Home Science College affiliated to the University of Mumbai with Diverse courses.
- Committed to women's overall development. Well qualified, experienced and dedicated teaching and non teaching staff.
- Spacious classrooms with ICT facilities. State of art Library, well equipped laboratories and Gymnasium
- Research centre and in house journal (peer reviewed with ISSN)
- Open communication provided for staff and students and counseling services available.

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Lack of canteen facility
- No sports ground within the college campus
- Space Constraint

59. Kindly provide two identified opportunities identified from the SWOT analysis (in bullet format)

Only college offering Home Science under the University of Mumbai, so there is scope for applying for autonomous status.

60. Kindly provide two identified challenges/ threats from SWOT analysis (in bullet format)

- Colleges in and around Mumbai have started varied courses in Home Science Faculty as a result of which there is a possibility of decrease in student enrolment.
- Crash courses/ short term courses offered in Home Science results in dilution of the job opportunities for the qualified graduate/ post-graduate students.

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- ✓ Life Oriented
 - Introduction of value added courses
 - Participation in various competitions and Events
- ✓ Career oriented
 - Academic progress – Entry and exit performance
 - Introduction of value added courses
 - Research presentations, publications and projects
 - Infrastructure Development
 - Introduction of credit system
 - Curriculum revision
 - Generation of Funds
- ✓ Community Oriented
 - Research projects
 - Extension programmes/ activities
 - Social Service Committee activities
 - Participation in University extension programmes

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

The indicators mentioned by NAAC serve as a benchmark based on which we are able to plan for the progress of the effective functioning of the college.