MANUAL TO COMPLETE AND SUBMIT THE ANNUAL AQAR TO UNIVERSITY

INTERNAL QUALITY ASSURANCE CELL

BHARATI VIDYAPEETH UNIVERSITY, PUNE

LAL BAHADUR SHASTRI MARG

PUNE- 411 030

PREFACE

The Bharati Vidyapeeth University has been reaccredited by the National Assessment and Accreditation Council (NAAC) in November 2011 with an "A" grade and CGPA of 3.16. This accreditation is effective for five years until November 29, 2016. Meanwhile, the University is expected to submit Annual Quality Assessment Reports (AQAR) by thirtieth September every year, in the format provided by NAAC.

The format helps the departments (Constituent Units (CU)) and the University to plan and conduct the activities that enable Quality Assurance, Quality Enhancement, and Quality Sustenance.

The Directors/ Principals and Coordinators of IQAC at the CU have brought to the attention of the of the University the many a difficulty that they have encountered while supplying the information according to the NAAC format and sought clarifications. Because of the varied interpretations by the concerned in the CU, the IQAC at the University has also found it difficult to compile the information while preparing and submitting the AQAR for the year 2011-12.

This manual aims to provide clarifications on the items included in the format for which information is sought by NAAC and thus to simplify and expedite the related work both at CU and University levels.

A soft copy of the manual is also available as MS-WORD file. The constituent institutions are encouraged to use the soft copy of the manual to regularly update relevant information immediately upon completion of activities.

GLOSSARY OF TERMS

Term	Meaning	
Current Year	1st July of a calendar year to 30th June of Next calendar year; Example: 01-07-2013 to 30-06-2014.	
Year of Report AQAR period	Academic year for which AQAR is being prepared; spans from 1st July to 30th June. For example: 01-07-2012 to 30-06-2013	
Department	Means a Constituent Unit of Bharati Vidyapeeth University; not departments within a college/institute	
Schedules to Submit Report to NAAC	Last date to submit AQAR of the Departments (Constituent Units) to the University	15th of June; Example: 15-06-2013
	Last date to complete compilation by IQAC of the University	31st July; Example: 31-07-2013
	Proposed date of submission of University AQAR to NAAC	31st August; Example: 31-08-2013
Conference	Seminar, symposium, workshop, FDP, SDP at International, National, Regional, and State levels. The one/two hour lectures by guest speakers should not be included.	
Technical Staff	Staff such as Librarians, Lab instructors, Lab attendants, Computer programmers and operators, Nurses, Cooks, etc. come under technical staff.	
Visiting faculty	Visiting Faculty are individuals who hold a doctoral degree and an academic appointment at another institution and who wish to visit the host institution while on leave from their home institution. They may be paid or unpaid, and must provide proof of leave. They are usually appointed for a term or two. A visiting faculty is a distinguished scholar in a specialized area and he/she: • May deliver a formal lecture at the host institution; • Engage in formal or informal discussions with graduate or postgraduate research students; • Undertake collaborative research with faculty; • Deliver guest lectures or faculty seminars; • Present a paper as part of the university's seminar program.	

Guest Faculty	Guest faculty are individuals who teach some courses in regular programmes offered by an institution. The main role of the guest faculty is to teach courses, and the compensation is based on the number of lecture hours. Usually the Guest faculty is referred as Visiting faculty which is not correct. From now on wards follow the definitions given here. Distinguished persons who are invited on special occasions or give a lecture of one hour/two hour duration, or who conduct workshops etc., are Guest Speakers. Guest Speakers should not be counted under Guest or visiting faculty.

Institutional Details

1. Kindly provide the details of the institution		
1.1	Name of Institution:	BVDU College of Nursing, Navi Mumbai
1.2	Year of Establishment of the Institution:	2009
1.3	Address Line 1:	Sector – 7, Belpada Complex
1.4	Address Line 2:	Oppo. Kharghar railway station
1.5	City/Town:	Kharghar, Navi Mumbai
1.6	State:	Maharashtra
1.7	Postal Code:	400614
1.8	Email Address:	principalbvnursing@gmail.com
2. NAAC Accreditation/ Reaccreditation Details		
2.1	Year of Accreditation/ Reaccreditation:	2011
2.2	Current Grade:	A
2.3	CGPA:	3.6
Note to Item 2.1 to 2.3: These are not applicable to constituent institutions.		
3.	**Institutional Status**	Established under 12(B)
Note to Item 3: State Self-financed/ Grant-in-aid, Under 12(B) and/or 2(f) etc.		
4. Contact Person Details		
4.1	Name of Head of Institution:	Mrs. Ashalata Dawri	
4.2	Contact Phone:	Office	02227565956
		Residence	022253303893
		Mobile	9029044109
4.3	Email:	principalbvnursing@gmail.com	
4.4	Website URL:	http://conmumbai.bharatividyapeeth.edu	
4.5	Name of IQAC Co-ordinator	Name	Sanjay Sevak
		Office Ph.	02227565956
		Residence Ph.	09967831989
		Mobile	09967831989
4.6	Email:	Sanjayraj_sevak@yahoo.co.in	

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing			
5.1	Undergraduate	Number	02
		List	B. Sc. Nursing Post Basic B. Sc. Nursing
Note to Item 5.1: Give Number of programmes and names of programmes. For example, number may be 5 and the names may be B.B.A.; B.C.A.; B.Tech (Civil); M.B.B.S. etc.			
5.2	Post Graduate	Number	0
		List	-
Note to Item 5.2: Give Number of programmes and names of programmes. For example, number may be 6 and the names may be M.B.A.; M.B.A.(IT); M.Sc.(Chemistry); M.Pharm.; M.Tech. (Mechanical); L.L.M.			
5.3	Research Programmes (M.Phil/P.hD)	Number	0
		List	-
Note to Item 5.3: Give Number of programmes and names of programmes. For example, number may be 4 and the names may be M.Phil. (Chemistry); PhD(Computer Science); PhD (Computer Applications); PhD(EE)			
5.4	Certificate Programmes	Number	0
		List	-
Note to Item 5.4:			
5.5	Professional Programmes	Number	02
		List	B. Sc. Nursing Post Basic B. Sc. Nursing
Note to Item 5.5: Here include both U.G. and P.G. Professional programmes. Give Number of programmes and names of programmes. For example, number may be 5 and names may be Example: B.B.A.; M.C.A.; B.Tech. (Civil); L.L.B.; M.B.B.S etc.			
5.6	Value added programmes	Number	0
		List	-
Note to Item Item 5.6: Value added programmes are additional inputs (not part of the prescribed syllabus) to improve employability and career growth of students. For example, if communication skills, foreign language, Fundamentals of Information Technology etc., are included as courses in the syllabus they are not value added programmes. **The value added courses may be non-credit courses which are chosen by students from a list of value added courses and are awarded only 'S' (satisfactory) or 'N' (not satisfactory) grades.** **Example: Cyber Security; Foreign Language; Personality Development; Language Lab etc.**			

| 5.7 | Post Graduate Diploma Programmes | Number | 0 |
| | | List | - |

Note to Item 5.7:

| 5.8 | Diploma Programmes | Number | 0 |
| | | List | - |

Note to Item 5.8: An example is Diploma in Corporate Law.

6. Details on Programme Development

| 6.1 | New programmes added during the year | Number | 01 |
| | | List | Post Basic B. Sc.Nursing |

Note to Item 6.1: Admission to first year of these programmes must have been done for the first time during the AQAR period, that is during 2012-13.

| 6.2 | New programmes designed | Number | 0 |
| | | List | - |

Note to Item 6.2: Structure and syllabi for these programmes have been approved but not implemented during the AQAR period, that is during 2012-13.

| 6.3 | Programmes under revision | Number | 0 |
| | | List | - |

Note to Item 6.3: For these programmes, structure and/or syllabi are being revised during the AQAR period, that is during 2012-13, for possible implementation from following year.

6.4	Interdepartmental collaborative programmes	Number	
		Program/Course	Participating CU
		0	0
		-	-

Note to Item 6.4: These are programmes for which faculty from sister institutes of the University participate in teaching for some courses in the programme either because the programmes are interdisciplinary or because the required expertise is not available in the college/institute.

6.5	Inter institutional collaborative programmes	Number	
		Programmes/ Course	Participating Institutes
		0	0
		-	-

Note to Item 6.5: These are programmes for which faculty from colleges/institutes outside the University participate in teaching for some courses in the programme either because the programmes are interdisciplinary or because the required expertise is not available in the college/institute.

6.6	Number of review committee recommendations implemented	Number	0
		List in Bullet form	-

6.7	Number of NAAC peer team recommendations implemented	Number	03
		List in Bullet form	• Involvement of teaching faculty in research. • Increase no. of extension activities in nearby community • Innovative methods implemented in teaching learning.

6.8	Number of UGC/any other expert committee recommendations implemented	Number	M.N.C. - 03 U.G.C. - 02
		List in Bullet form	**By Maharashtra Nursing Counsil -** • Purchased episiotomy suturing model • Hired College bus. • 50% students are Maharashtrian. **By U.G.C. –** • Purchased library books and National and International journal. • Increased the no. of computer and internet facilities.

Note to Item 6.6 to 6.8: These are the recommendations implemented before the AQAR period, that is 2012-13, that is up to 30-06-2012. These recommendations may not be specific to the Constituent institution. Please go through the Peer committee report and look for direct or indirect suggestions for improvement.

6.9	Number of review committee recommendation under implementation	Number	0
		List in Bullet form	-

6.10	Number of NAAC peer team recommendations under implementation	Number	0
		List in Bullet form	-

6.11	Number of UGC/ any other expert committee recommendations under implementation	Number	01
		List in Bullet form	• Plan to purchase college bus for clinical experiences.

Note to Items 6.6 to 6.11: These recommendations are implemented during the AQAR period, that is during 2012-13. These recommendations may not be specific to the Constituent institution. Please go through the Peer committee report and look for direct or indirect suggestions for improvement.

7. Faculty Details

7.1	Total faculty strength	Professors	02

		Associate Professors	02
		Assistant Professors	05
required as per norms for all programmes		Others (Specify)	Clinical instructor – 10 to 18

Note to Item 7.1: Give this number as on 1st July of the AQAR period, that is July 1, 2012.

7.2	Total faculty on rolls	Professors	02
		Associate Professors	-
		Assistant Professors	04
		Others (Specify)	Clinical instructor -06

Note to Item 7.2: Give this number as on 1st January of the AQAR period, that is January 1, 2013.

7.3	Faculty added during the year	Professors	-
		Associate Professors	-
		Assistant Professors	-
		Others (Specify)	Clinical instructor - 02

Note to Item 7.3: This pertains to the faculty who joined the constituent unit during the AQAR period, that is between 01-07-2012 and 30-06-2013.

7.4	Faculty positions vacant	Professors	-
		Associate Professors	02
		Assistant Professors	-
		Others (Specify)	-

Note to Item 7.4: This number will be as on 30-06-2013.

7.5	Faculty left during the year	Professors	-
		Associate Professors	-
		Assistant Professors	-
		Others (Specify)	-

Note to Item 7.5: This corresponds to the faculty who left the constituent unit during the AQAR period, that is between 01-07-2012 and 30-06-2013.

7.6	Total number of visiting faculty	Number:		
		Name of the Visiting Faculty	Parent University/Institute	Period of Visit
		-	-	-

Note to Item 7.6: Visiting Faculty are individuals who hold a doctoral degree and an

academic appointment at another institution and who wish to visit the host institution while on leave from their home institution. They may be paid or unpaid, and must provide proof of leave.They are usually appointed for a term or two. A visiting faculty is a distinguished scholar in a specialized area and he/she:

- **May deliver a formal lecture at the host institution;**
- **Engage in formal or informal discussions with graduate or postgraduate research students;**
- **Undertake collaborative research with faculty;**
- **Deliver guest lectures or faculty seminars;**
- **Present a paper as part of the university's seminar program.**

7.7	Total number of guest faculty	Number: 15		
		Name of the Guest Faculty	Parent University/Institute	Course Taught
		All external subject		B. Sc. Nursing Post B. Sc. Nursing
		Dr. G. Kavita Dr. Parvathi Chandrashekharan Mr. Rohit Suresh Mrs. Shailaja Mule Mrs. Meetha Mathur Mrs. Rupali Sankpal Mrs. Sunaina Chauhan Mrs. Ashwini. S. Mrs. Swati Dhande Dr. Sujata Mathur Ms. Manjusha Borde Mrs.Shaikh Sabiha Dr.Vandana Patil Mr. Sanjay Jadhav Mrs. Kiran A. Jungade		

Note to Item 7.7: Guest faculty are individuals who teach some courses in regular programmes offered by an institution. The main role of the guest faculty is to teach courses, and the compensation is based on the number of lecture hours. Usually the Guest faculty is referred to as Visiting faculty, which is not correct. Distinguished persons who are invited on special occasions or give a lecture of one hour/two hour duration, or who conduct workshops etc., are Guest Speakers. Guest Speakers should not be counted under Guest or visiting faculty.

8. Qualification of Faculty		
8.1	PhD and Above	0
8.2	M.Phil.	0
8.3	Masters	09
8.4	Any other (Specify)	B. Sc. Nursing – 03

Note to Item 8.1 to 8.4: Include each faculty member into only one category with his/her highest qualification- The total of the four must equal the total existing faculty strength.

9. Faculty qualification improvement

| 9.1 | Ph.D. Awarded to existing faculty | Number | 0 | |
| | | List | - | |

Note to Item 9.1: Include the faculty who have obtained PhD degrees from other Universities also, but during the AQAR period, that is 2012-13. The result should have been declared during the AQAR period, that is between 01-07-2012 to 30-06-2013.

| 9.2 | M.Phil. Awarded to existing faculty | Number | 0 | |
| | | List | - | |

Note to Item 9.2: Include the faculty who have obtained M.Phil degrees from other Universities also, but during the AQAR period, that is 2012-13. The result should have been declared during the AQAR period, that is between 01-07-2012 to 30-06-2013.

9.3	Any other degree awarded to existing faculty	Number		
		List	Name	Degree
			0	0

Note to Item 9.3: Include the faculty who have obtained PhD degrees from other Universities also, but during the AQAR period, that is 2012-13. The result should have been declared during the AQAR period, that is between 01-07-2012 to 30-06-2013. Include NET/SET etc., and other Certifications also.

10. Administrative Staff Details

| 10.1 | Administrative staff (total sanctioned) | 16 |

Note to Item 10.1: Give this number as on 1st July of the AQAR period, that is July 1, 2012.

| 10.2 | Administrative staff (Actual strength) | 08 |

Note to Item 10.2: Give this number as on 1st January of the AQAR period, that is January 1, 2013.

| 10.3 | Added during the year of reporting | - |

Note to Item 10.3: This pertains to the administrative staff who joined the constituent unit during the AQAR period, that is between 01-07-2012 and 30-06-2013.

| 10.4 | Left during the year | - |

Note to Item 10.4: This corresponds to the administrative staff who left the constituent unit during the AQAR period, that is between 01-07-2012 and 30-06-2013.

| 10.5 | Number of posts vacant | 08 |

Note to Item 10.5: This number will be as on 30-06-2013.

11. Technical Support Staff Details

| 11.1 | Technical Support Staff (Total sanctioned strength) | 02 |

Note to Item 11.1: Give this number as on 1st July of the AQAR period, that is July 1, 2012.

11.2	Technical Support Staff (Actual strength)	02

Note to Item 11.2: Give this number as on 1st January of the AQAR period, that is January 1, 2013.

11.3	Added during the year	0

Note to Item 11.3: This pertains to the technical staff who joined the constituent unit during the AQAR period, that is between 01-07-2012 and 30-06-2013.

11.4	Left during the year	0

Note to Item 11.4: This corresponds to the technical staff who left the constituent unit during the AQAR period, that is between 01-07-2012 and 30-06-2013.

11.5	Number of posts vacant	0

Note to Item 11.5: This number will be as on 30-06-2013.

Note to Item 11.1 to 11.5: Staff such as Librarians, Lab instructors, Lab attendants, Computer programmers and operators, Nurses, Cooks, etc. comes under technical staff.

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.

12. Establishment details			
12.1	Year of establishment of IQAC : DD/MM/YYYY	13/10/2010	
13. Composition of IQAC			
13.1	Number of IQAC members	10	
13.2	Number of Alumni in IQAC	Number	NA
		List	NA
13.3	Number of Students in IQAC	Number	1
		List	Ms. Neetu Paniker
13.4	Number of Faculty in IQAC	Number	7
		List	Mrs. Ashalata. V. Dawri
			Mrs. Elaine Furtado
			Mr. Dhanraj Babu M
			Mr. Sanjay Sevak
			Mrs. Sudarshana Lal
			Mr. Santosh George
			Ms. Rajashree Pednekar
13.5	Number of Administrative Staff in IQAC	Number	-
		List	-
13.6	Number of Technical Staff in IQAC	Number	-
		List	-
13.7	Number of Management Representatives	Number	1
		List	Dr. D. Y. Patil
13.8	Number of External experts in IQAC	Number	-
		List	-
13.9	Number of any other stakeholders and community representatives	Number	1
		List	Mr. Joseph Chamkalayil

14. IQAC Meetings			
14.1	Number of IQAC meetings held during the year	Number	
		Meeting Date	**Major Decisions (List in bullet form in order of importance)**
		13th June 2012	• Review the action plan of 2011 – 12. • Prepared plan for IQAC activities 2012 – 13. • Purchased new books. • Innovative methods to be practised in teaching – learning. • Commencement of NSS unit. • Involvement of staff in research activity / Ph. D.
		19th October 2012	• Enriched clinical experience during internship period. • Education tour outside state. • First aid training programme in Jan. 2013. • Paper presentation to be done by faculty. • Staff welfare activities.
		15th April 2013	• Improve academic performance for weaker students. • Curriculum feedback on clinical placement. • Community extension activities at urban/rural area. • To be organised campus placement. • Teacher feedback by students. • Admission promotion strategies.
15	Whether Calendar of activities of IQAC formulated for the academic year		YES
Note to Item 15: If Yes, attach the calendar as Enclosure-15			
16. IQAC Plans for Development			
Note to Item 16.1 to 16.10: These programmes might have been proposed in 2011-12 for implementation in 2012-13. Therefore, the following information must be consistent with such proposal, if any.			
16.1	Number of academic programmes proposed	Number	1
		List	Post Basic B. Sc. Nursing
16.2	Number of value added	Number	0

	programmes proposed	List	-
16.3	Number of skill oriented programmes proposed	Number	0
		List	-

Note to 16.2 and 16.3: Value added programmes are not part of the regular programmes. These are programmes meant for improving the employability or personality or general knowledge of students. A value added programme may impart only knowledge. A skill oriented programme must impart "how to do skills" and provide hands-on-practice. A skill oriented programme is usually conducted as workshops.

16.4	Number of faculty competency and development programmes proposed	Number	01
		List	Stress management through meditation (20,21,27,28 sept 2012)

Note to Item 16.4: A competency is the knowledge, skills, ability, and other characteristics associated with high performance on a job. A one/two hour seminar by an expert say on Research Methodology is not an FDP. FDP should span over two-three days.

16.5	Number of other staff development programmes proposed	Number	01
		List	1. Training on BLS and ACLS (Basic life support and advance cardiac life support)

Note to Item 16.5: These are programmes organized to improve the competency of non-teaching staff.

16.6	Number of student mentoring programmes proposed	Number	1
		List	Guidance and counselling

Note to Item 16.6: Mentoring is a one-to-one, nonjudgmental (open minded, caring, understanding) relationship in which an individual (teacher, peer, community member, alumni, professional etc.) voluntarily gives considerable time to support and encourage a student.
Student mentoring is a form of help that endeavours to maximize student success. It is specifically designed to support the development of more efficient learning strategies, to strengthen personal motivation and commitment to university studies, and to sustain academic excellence and an unparalleled student experience. Mentoring is student specific.

16.7	Number of co-curricular activities proposed	Number	**08**
		List	1. Breast feeding Week Celebration: 2. World Heart Day: (Street play & distribution of pamphlets) 3. Geriatric day celebration 4. World mental health day celebration 5. Lamp lighting ceremony 6. NSS activity (i) Blood Donation Camp (ii) Medical, Dental And Eye Checkup Camp 7. Blood donation camp 8. Educational quiz compitition
16.8	Number of inter-departmental cooperative schemes proposed	Number	0
		List	-

16.9	Number of community extension programmes proposed	Number	**08**
		List	1. Street play on family planning 2. Exhibition on malaria 3. Street play on importance of education 4. Exhibition on family planning 5. Street play on female foeticide 6. Exhibition on malnutrition 7. Street play on tuberculosis 8. Exhibition on diabetes mellitus
16.10	Any other programmes proposed (Specify)	Number	01
		List	First aid training programme for faculty and staffs of Changu Kana Thakur college of Arts and Science, Panvel.

Note to 16.1 to 16.10: These proposals might have been made in the IQAC calendar of activities for implementation during the AQAR period, that is that is during 2012-13.

17. IQAC Plans for development & Implementation

17.1	Number of academic programmes implemented	Number	01
		List	Post Basic B Sc Nursing
17.2	Number of value added programmes implemented	Number	0
		List	-
17.3	Number of skill oriented programmes implemented	Number	0
		List	-
17.4	Number of faculty competency and development programmes implemented	Number	
		List	Stress management through meditation (20,21,27,28 sept 2012)
17.5	Number of other staff development programmes implemented	Number	0
		List	-
17.6	Number of student mentoring programmes implemented	Number	1
		List	Guidance and counselling
17.7	Number of co-curricular activities implemented	Number	08

		List	1. Breast feeding Week Celebration:
			2. World Heart Day: (Street play & distribution of pamphlets)
			3. Geriatric day celebration
			4. World mental health day celebration
			5. Lamp lighting ceremony
			6. NSS activity
			   (i) Blood Donation Camp
			   (ii) Medical, Dental And Eye Checkup Camp
			7. Blood donation camp
			8. Educational quiz compitition

17.8	Number of inter-departmental cooperative programs implemented	Number	-
		List	0

17.9	Number of community extension programmes implemented	Number	08
		List	1. Street play on family planning 2. Exhibition on malaria 3. Street play on importance of education 4. Exhibition on family planning 5. Street play on female foeticide 6. Exhibition on malnutrition 7. Street play on tuberculosis 8. Exhibition on diabetes mellitus

17.10	Any other programmes suggested that are implemented (Specify)	Number	01
		List	First aid training programme for faculty and staffs of Changu Kana Thakur college of Arts and Science, Panvel.

Note to Items 17.1 to 17.10: These programmes might have been proposed in 2011-12. Out of the programmes mentioned in 16.1 to 16.10, the ones which have been actually implemented in 2012-13 must be mentioned in 17.1 to 17.10 respectively. Some programmes which were not proposed earlier, but implemented in 2012-13 may also be mentioned.

18. IQAC Seminars and Conferences

18.1	Number of seminars/ conferences/ workshops organized by IQAC within the institution	Number	Nil
		Date	-

18.2	Number of participants from the institution	Number: -

18.3	Number of participants from outside	Number:

18.4	Number of external experts invited	Number:	
		Name	Affiliation

18.5	Number of external conferences/seminars/ workshops on institutional quality	Number	
		Name of the Conference	Place

	attended		
18.6	Number of events conducted with IQACs of other institutions as collaborative programmes		

Note to Items 18.1 to 18.6: These seminars/conferences/workshops are related to quality enhancement/ sustenance measures in education. These are programmes arranged by IQAC to plan/improve quality aspects of various processes, to do the 'things' better. For example, an FDP is not here; but a workshop on how to conduct an FDP in a better way is here.

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

20. If the response to Qn. 19 is Yes, please provide the amount received from UGC (Input 0 if NA/NIL) Any other source including internal financial support from the management (Specify amount)

20.1	Amount Received from UGC	0
20.2	Amount Received from any other source including the college management	0

21	**Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)**
	• Establishment of planned systematic curriculum and its operations.
	• Establishing internal quality system with the aim of collaborating both academic and administrative aspects that contribute to facilitate teaching and learning process.
	• IQAC also encouraged the use of ICT technology in and beyond the classroom by improving and expanding opportunities for professional development.
	• IQAC played major role in Planning coordination and monitoring the educational input.
	• IQAC motivated for the maximum utilization of library resources by students and use of e-library journal and make it easily accessible to the members of the college.

Note to Item 21: Some examples are:

• **Designed a 10-point Choice Based Credit System for all programmes of the University**

• **Prepared a manual to complete AQAR**

• **Held a Teachers Conference on Innovative Evaluation Systems**

• **Designed a Performance Appraisal Form based on API suggested by UGC**

• **A workshop on "Preparation of Effective Question Banks" was held**

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes		
22.1	Number of new academic programmes developed or designed by faculty	Number: 0
		List:
Note to Item 22.1: Which were initiated by the faculty of your institution. If it is initiated at the University level and common to other institutions also, do not include. This may include a single course in an entire programe.		
22.2	Number of faculty members involved in curriculum restructuring/revision/ syllabus development	02
Note to Item 22.2: Include faculty who are members of BoS, Faculty, Academic Council and also members of sub-committees on curriculum development.		
22.3	Number of programmes in which evaluation process reformation taken up and implemented	0
Note to Item 22.3: This refers to Examination reforms. Therefore, mention those specific to your institution only.		
22.4	Number of active teaching days during the current academic year	Term1: 115
		Term2: 107
Note to Item 22.4: Current year refers to AQAR period, that is 2012-13. This is not number of days in the terms. Do not include days on which 'any other activity such as sports meets, cultural week, National Seminars, workshops, Corporate days' etc. These are days on which prescribed syllabus is transacted. If more than on programme is conducted, give the largest number. For example, for one programme there may be only 92 days of actual teaching and for another, it may be 103 in a term. Then give 103.		
22.5	Average percentage of attendance of students:	Average: 95%
		Number of Students: 100
Note to Item 22.5: This is the average over all students in your college/institute. First find the average attendance per student in a year. Then take the average over all the students in the institute.		
22.6	Percentage of classes engaged by guest faculty and temporary teachers.	Percentage: 10.5 %
		Total Lecture Hours: 680
22.7	Number of self financed programmes offered	02
22.8	Number of aided programmes offered	0
22.9	Number of programmes discontinued during the year	Number: 0
		List:
Note to Item 22.9: These are the programmes offered in your institution during last year, but not during AQAR period, that is 2012-13.		

23. Whether any systematic student feedback mechanism is in place ?	Yes	
24. Feedback Details (If answer to Question 23 is Yes)		
24.1	Percentage of courses where student feedback is taken	Percentage:100
		List: 1. B. Sc. Nursing 2. Post Basic B. Sc. Nursing
25. Is feedback for improvement provided to the faculty?	Yes	

26. Faculty Research, Projects, and Publication details for the year		
26.1	Number of major research projects undertaken during the year	Number: 0
		List:
26.2	Number of minor research projects undertaken during the year	Number: 0
		List:

Note to Item 26.1 and 26.2: These are new projects for which the date of approval falls in AQAR period, that is between July 1, 2012 and June 30, 2013.

A project is minor or major as mentioned in the approval letter. Otherwise, a project whose outlay is Rs. 2 laks or less is a minor project; otherwise it is a major project.

26.3	Number of major ongoing projects	Number: 0
		List:
26.4	Number of minor ongoing projects	Number: 03
		List: **1.** A study to compare concept maping versus case presentation as a method of teaching for B. Sc. Nursing Students in a selected college in Navi Mumbai. **2.** "A study to assess the malnutrition among children in the age of 3-5 years residing in urban slums of Thane city" **3.** A study to assess Stress and Adjusment promlems among First year B. Sc. Nursing students of Bharati Vidyapeeth College of Nursing, Navi Mumbai.

Note to Item 26.3 and 26.4: These are the projects for which the date of approval falls before AQAR period, that is June 30.

| 26.5 | Number of major projects completed | Number: 0 |
| | | List: |

| 26.6 | Number of minor projects completed | Number: 01 |
| | | List:

1. A research study on consumption of essential nutrients to promote and maintain the health of family members. |

Note to Item 26.5 and 26.6: These are projects the completion date falls in AQAR period, that is between July 1, 2012 and June 30, 2013.

| 26.7 | Number of major project proposals submitted for external funding | Number: 0 |
| | | List: |

| 26.8 | Number of minor project proposals submitted for external funding | Number: 0 |
| | | List: |

Note to Item 26.7 and 26.8: These are the projects which have been submitted for approval, but no decision is yet given.

| 26.9 | Number of research publications in peer reviewed journals | 0 |

Note to Item 26.9: This is the total of 26.10, 26.11,26.12, and 26.13.

| 26.10 | Number of research publications in international peer reviewed journals | Number: 0 |
| | | List: |

| 26.11 | Number of research publications in national peer reviewed journals | Number: 0 |
| | | List: |

| 26.12 | Number of research papers accepted for publication in international peer reviewed journals | Number: 0 |
| | | List: |

| 26.13 | Number of research papers accepted for publication in national peer reviewed journals | Number: 0 |
| | | List: |

Note to Item 26.10 to 26.13: Please list the information in the order author(s), title of the paper, journal name, Volume number, issue number, page numbers, ISSN. Note that one paper with multiple authors should be listed only once. The papers must have appeared during the AQAR period, that is 2012-13 only.

| 26.14 | Average of impact factor of publications reported | Total Impact Factor: 0 |
| | | Number of papers with IF: |

26.15	Number of books published	

Note to Item 26.15: This is the total of 26.16, 26.17, 26.18

26.16	Number of edited books published	Number: 0
		List:

26.17	Number of books (single authored) published	Number: 0
		List:

26.18	Number of books (co-authored) published	Number: 0
		List:

26.18 (others)	Number of Book Chapters	Number 0
		List

26.19	Numbers of conferences attended by faculty	**08**

Note to Item 26.19: This is the total of 26.20 and 26.21

26.20	Number of international conferences attended	Number: 0
		List:

26.21	Number of national conferences attended	Number: 01
		List:
		1. Mr. Sanjay Sevak nad Mr. Vishal Powar attended National level workshop on "Somatoform disorder" organised by Indian society of psychiatric nursing on 25,26,27/03/2013 at Westfort C.O.N Thrissur, Kerala

Note to Item 26.20 and 26.21: Please list in the order Name of the Conference, Dates, Number of faculty members who attended the conference, names of the faculty members.

26.22	Number of papers presented in conferences	0

Note to Item 26.22: This is the total of 26.23 and 26.24 only.

26.23	Number of papers presented in international conferences	Number:0
		List:

26.24	Number of papers presented in national conferences	Number: 0
		List:

26.24 (other)	Number of papers presented in Regional/ State level conferences.	Number: 02
		List: Mrs. Elaine Furtado
		Mr. Dhanraj Babu

Note to Item 26.23, 26.24, 26.24(other): Please list in the order author(s), Name of the

Conference, Dates, Title of the paper, page numbers in the proceedings.

| 26.25 | Number of conferences organized by the institution | Number 0 |
| | | List |

Note to Item 26.25: Please list first international conferences, national conferences, then regional/state level conferences. Give Title of the conference, dates, key note speaker, number of participants.

| 26.26 | Number of faculty acted as experts/resource persons | 0 |

Note to Item 26.26: This is the total of 26.27 and 26.28. However, each faculty member should be counted only once.

26.27	Number of faculty acted as experts/resource persons- international	Number 0
		List
26.28	Number of faculty acted as experts resource persons- national	Number 0
		List
(Other)	Number of faculty acted as experts resource persons- regional/ state level	Number 0
		List

Note to Item 26.27, 26.28, and (other): Please list each faculty member only once. Give, name of faculty, name and level of all the conference for the faculty, and dates.

26.29	Number of collaborations with international institutions	Number 0
		List
26.30	Number of collaborations with national institutions	Number 0
		List
(Other)	Number of Collaborations with Regional/ State level institutions	Number 0
		List

Note to Item 26.29, 26.30, and (other): Please list the collaborations that are in effect during the AQAR period, that is 2012-13. Give Name of the Institution, purpose of collaboration and outcome.

| 26.31 | Number of linkages created during the year | Number 0 |
| | | List |

Note to Item 26.31: This corresponds to the AQAR period, that is 2012-13.

| 26.32 | Total budget for research for current year as a percentage of total institution budget | Percentage: 0 |
| | | Amount: |

Note to Item 26.32: Current year corresponds to the AQAR year, that is 2012-13.

| 26.33 | Amount of external research funding | Total Amount:0 |

received in the year	Agency	Amount
	0	0

Note to Item 26.33: Year refers to AQAR period, that is 2012-13.

26.34	Number of patents received in the year	Number: 0
		List:

26.35	Number of patents applied for in the year	Number: 0
		List:

Note to Item 26.34 and 26.35: Year corresponds to AQAR period, that is 2012-13. Please give information in the order author(s), Patent title, International or National, Status of the patent, Number and date.

26.36	Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	Number: 0
		List:

Note to Item 26.36: Please give Title of the award and Name of the faculty member. Year is the AQAR period, that is 2012-13.

26.37	Number of PhDs awarded during the year	Number:0
		List:

Note to Item 26.37: Not Applicable to Constituent Institutions. These are degrees awarded by Bharati Vidypeeth Deemed University only during the AQAR period, that is 2012-13. The result should have been declared during the AQAR period, that is between 01-07-2012 to 30-06-2013.

26.38	Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	Number:0	Percentage:
		Total Faculty:	
		List:	

Note to Item 26.38: Do not include Examination work/ Membership on bodies; Give number and total faculty. Please give name of the institution, nature of the work , dates, name of the faculty, international/ national/ regional/state level.

SECTION - IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

	27. Student Details and Support Mechanisms		
27.1	The total intake of students for various courses (Sanctioned)	Total of all courses: 02	

Programme	Intake
B. Sc. Nursing	50
Post Basic B. Sc. Nursing	30

Note to Item 27.1: This is the sanctioned intake for the AQAR period, that is 2012-13.

27.2	Actual enrollment during the year	Total Enrollment:	

Programme	Enrollment
B. Sc. Nursing	24
Post Basic B. Sc. Nursing	05

Note to Item 27.2: This is the actual number of students admitted during the AQAR period, that is 2012-13.

27.3	Student dropout percentage during the year	Number: 01	Percentage:4%
		Total Intake: 24	
27.4	Success percentage in the final examination across the courses	Number: B. Sc. Nursing – 95 P. B. B. Sc. Nursing – 05	Percentage: 76 % 100%
27.5	Number of academic distinctions in the final examination and percentage	Number: 14	Percentage:14%
27.6	Number of students who got admitted to institutions of national importance	0	
27.7	Number of students admitted to institutions abroad	0	
27.8	Number of students qualified in UGC NET/ SET	0	
27.9	Number of students qualified GATE/ CAT/ other examination (Specify)	0	
28. Does student support mechanism exist for coaching for competitive examinations?		0	
29. Student participation, if response is yes to Qn. 28			
29.1	Number of students participated	-	

30. Does student counseling and guidance service exist ?	YES

31. Student participation, if answer to Qn. 30 is yes	
31.1	Number of students participated	100

32. Career Guidance		
32.1	Number of career guidance programmes organized	**YES**
32.2	Percentage of students participated in career guidance programmes	100% (All final year students)

Note to Item 32.1 and 32.2: Career guidance refers to services and activities intended to assist individual students, at any point throughout their lives, to make educational, training and occupational choices and to manage their careers. They include career information provision (in print, ICT-based and other forms), assessment and self-assessment tools, counseling interviews, career education programmes (to help individuals develop their self awareness, opportunity awareness, and career management skills), taster programmes (to sample options before choosing them), work search programmes, and transition services. Also, conducting programmes to fill the gaps in knowledge and skills required for particular jobs.

33. Is there provision for campus placement?	YES/ NO

34. If yes to Qn.33		
34.1	Number of students participated in campus selection programmes	19
34.2	Number of students selected for placement during the year	19

35. Does gender sensitization program exist ?	YES/ NO

36. If Answer is Yes to Qn 35		
36.1	Number of programmes organized	01

Note to Item 36.1: Gender sensitizing programmes deal with (i) the social constructs of gender (ii) the meaning of concepts like gender, sex, gender based, gender biased and stereotype gender roles (iii) the practical and strategical needs of women (iv) in-depth analysis of the status of women in India (v) various approaches to women's development. Bringing awareness about the above concepts among students, staff, and faculty propagating the same in society through student and faculty participation are the major objectives of the gender sensitizing programmes.

37. Student activities		
37.1	Number of students participated in external cultural events	14
37.2	Number of prizes won by students in external cultural events	03
37.3	Number of cultural events conducted by the institute for the students	10
37.4	Number of students participated in international sports and games events	0

37.5	Number of students participated in national level sports and games events	0
37.6	Number of students participated in state level sports and games events	0
37.7	Number of students participated in university level sports and games events	19
37.8	Number of prizes won by students in international sports and games events	0
37.9	Number of prizes won by students in national level sports and games events	0
37.10	Number of prizes won by students in state level sports and games events	0
37.11	Number of prizes won by students in university level sports and games events	04
37.12	Number of sports and games events conducted by the institute for the students	10

38. Composition of students (Give number also)

38.1	Percentage of Scheduled Caste	9 %
38.2	Percentage of Scheduled Tribe	0
38.3	Percentage of other backward communities	18 %
38.4	Percentage of women students	59 %
38.5	Percentage of physically challenged	0
38.6	Percentage of rural students	49 %
38.7	Percentage of urban students	51 %

39. Scholarships and Financial Support

39.1	Number of students availing financial support from the institution	0
39.2	Amount disbursed as financial support from the institution	0

Note to Item 39.2: This refers to tuition fee waiver.

39.3	Number of students awarded scholarship from the institution	0
39.4	Number of students received notable national/international achievements/recognition	Number: 0
		List:

40. Student initiatives

40.1	Number of community upliftment programmes initiated by students	01
Note to Item 40.1:		
40.2	Number of literary programmes initiated by students	0
Note to Item 40.2: Programmes on Information Literacy, Financial Literacy, Hygiene and health, Law, Security, Civic responsibility, Language and culture etc., for uninformed.		
40.3	Number of social action initiatives based on science / environment initiated by students	01
Note to Item 40.3: These are basically meant for taking the knowledge and skills in the discipline to the community to bring awareness about environment, conservation, Law, ICT use etc.		
40.4	Number of student research initiatives	05
Note to Item 40.4: Actives to motivate, nurture and promote researching skills among students. Paper presentation competitions, Student Magazine, Participation of students in faculty research in internet search, conducting surveys and interviews, collecting and recording experimental data etc.		

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41.	Whether perspective plan for overall developmental activities is created?	YES
		List in Bullet Form.
		Prospective plan -
		1] Systematize delivery of quality education.
		• Develop infrastructure.
		• Purchase books and journals
		• Digitalization of library-purchase online journals,DVD,CD's.
		2] Plan curriculum implement & evaluate.
		• Objectives based curriculum planning and implementation at institution level
		• Prepare teaching-learning materials.
		• Plan and arrange variety of field and clinical experience.
		• Arrange guest lectures, field visits to develop in depth insight about subject matter .
		3] Initiate community extension activities in relation to health, environmental hygiene-health, nutrition at urban and village level.
		4] To encourage staff to participate, conduct seminar, workshops.
Note to Item 41: Please list all items in the plan for AQAR period, that is 2012-13 in Bullet form. Note that this perspective plan should have been prepared prior to AQAR period, that is 2012-13 for implementation during the AQAR period, that is 2012-13.		
42	If the answer for Qn. 41 is Yes, is the plan implemented and monitored?	YES
		List in Bullet Form.
		1] Systematize delivery of quality education.
		• Developed infrastructure.
		• Purchased books and journals
		• Purchased online journals,DVD,CD's.
		2] Planned curriculum implement &evaluate.
		• Objectives based curriculum planning

		and implementation
		• Prepared teaching-learning materials.
		• Planed and arranged variety of field and
		• clinical experience.
		3] Initiated community extension activities in relation to health, environmental hygiene-health, nutrition at urban and village level.
		4] Encouraged staff to participate, conduct seminar, workshops.

Note to Item 42: List of Items in the above Perspective Plan which are implemented during the AQAR period that is 2012-13. Give in Bullet Form.

43	Whether benchmarking is created for institutional quality management efforts?	YES
44	If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format	• Continuous Internal Assessment • Class room seminar by students • All teaching faculty should attain 1 National conference/seminar • Organize one state level workshop/conference • 100% student feedback • Self-appraisal by faculty members • Regular monitoring of students' attendance • Infrastructure development. • Organize educational tour • Use of ICT (Information and Communication Technology) • Increase the no. of library books. • Start M.Sc. Nursing programme. • Encourage community extensions health related activities.

Note to Item 44: What are the bench marks for various aspects? For Student success, For research, For placements etc. Power point assignments, holding an activity are not benchmarks.

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

46. If answer to question 45 is Yes, please provide details of MIS applied to (enter the respective details corresponding to the serial numbers)

46.1	Administrative procedures including finance	1. Administrative procedures including finance • Tally programme is used by accountant for preparing and formulating institute budget.
46.2	Student admission	2. Student admission

		• Administration work of college office is fully computerized. • Students' records are computerized. • Students CET exam evaluated by computerization procedure. • Merit list prepared and displayed.
46.3	Student records	3. Student records • Students records, marks and attendance maintained with computerization.
46.4	Evaluation and examination procedures	4. Evaluation and examination procedures • Exam result are prepared and maintained With computer.
46.5	Research administration	Staff and students are utilizing computer for data collection. Analysis and publication of research.
46.6	Others	. Others • Library department also used 'library management software'. • "OPAC" (Open Public Access Catalogue) utilized in library. • For effective teaching learning, various types of A. V. aids are used are like LCD, slide projector and OHP are used.

47. Existence of learning resource management	**YES**	**NO**
47.1 e-database in library	**YES**	
47.2 ICT and smart class room	**YES**	
47.3 e-learning sources (e Books, eJournals)	**YES**	
47.4 Production of Teaching Materials	**YES**	
47.5 Interactive learning facilities	**YES**	

Note to Item 47.1 to 47.5: Provide the list of e-databases, e-journals subscribed or accessible (which are not in the e-databases.) ICT use beyond OHPs and PPT.

48. Internal resource mobilization : Kindly provide the amount contributed

48.1	Research	50,000
48.2	Consultancy and training	0
48.3	Student contribution	0

Note to Item 48.3: Give Total Fee (excluding examination fee) from all students in AQAR period, that is 2012-13.

48.4	Alumni contribution	N.A.
48.5	Well wishers	0

49. Infrastructure and welfare spending: Please specify the amount

49.1	Amount spent for infrastructure development	3,47,313
49.2	Amount spent for student welfare	9,900
49.3	Amount spent for staff welfare	0
50.	Is delegation of authority practiced	YES

51. Does grievance redressal cell exist ?		YES	
51.1	Faculty	YES	
52.2	Students	YES	
53.3	Staff	YES	

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

52.1	Number of grievances received	02
52.2	Number of grievances resolved	02

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

53.1	Number of grievances received	03
53.2	Number of grievances resolved	02

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

54.1	Number of grievances received	0
54.2	Number of grievances resolved	0

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)**
	• Committed teaching staff and support staff. • Strong management team. • Excellent Physical infrastructure facility for better teaching learning.

Note to Item 57: Provide as many as possible in order of importance. Top three will be considered for University's AQAR.

58	**Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)**
	• Limited research activity.

	• Students language problems.
	• Transport facility.

Note to Item 58: Provide as many as possible in order of importance. Top three will be considered for University's AQAR.

59	**Kindly provide two opportunities identified from the SWOT analysis (in bullet format)**
	• To overcome students language problems.
	• To increase research activities.

Note to Item 59: Provide as many as possible in order of importance. Top three will be considered for University's AQAR.

60	**Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)**
	• Introduction of New courses in emerging areas.
	• Increasing numbers of applications for admission.

Note to Item 60: Provide as many as possible in order of importance. Top three will be considered for University's AQAR.

61	**Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)**
	• 1 Faculty members enrolled for PhD
	• 1 minor research was completed during the year.
	• Number of teaching Faculty participated in various seminar, Conferences
	• Increase the participation of students in cultural and sports activities.
	• Appropriate development of infrastructure.

Note to Item 61: Provide as many as possible in order of importance. Top three will be considered for University's AQAR.

62	**How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)**
	• Recommendations of NAAC help us to improve our quality of teaching, learning and Research.
	• NAAC puts us in right path to move forward to achieve our goals and objective
	• It helps promote and sustain initiatives of the institution
	• It helps encourage self-evaluation, course evaluation and student feedbacks.
	• NAAC help us to work in systematic way to achieve the highest standard of education.
	• NAAC assessment help us to discover our strengths and weaknesses.
	• Develop the sense of accountability.
	• It stimulates the academic environment for promotion of quality of teaching-learning in our institution.

Note to Item 62: Provide as many as possible in order of importance. Top three will be considered for University's AQAR.