

ANNEXURE B (PART 3)
(SELF ASSESSMENT REPORT)

DURATION: DATE: Oct 2018 TO April 2019

1. ADMINISTRATIVE:

1. Central purchase committee under the convenorship of Prof Patki set up and started functioning to reduce expenditure and have control over purchases like stationary, chemicals etc.
2. Prepared the Annual College Calendar (2018-19) and up loaded on College website.
3. Prepared Seniority list of degree and junior college staff which was accepted by the staff members for 2018-19 resolving grievances of Dr Mane and Surplus staff from MVLU college
4. Seniority list from 2012-13 till 2018-19 which was pending was prepared and circulated amongst staff for its acceptance.
5. Had various meetings with the admin, class 3 and teaching staff to motivate them as well as acquaint them about new administration
6. Pending copies of magazine of 2016-17 and 17-18 along with AY 18-19 was prepared and released
7. Appointed Dr Asha Rao as Head of Dept as senior most staff Dr Mala Khanna declined – All documentation done .
8. Vice principals were given defined written responsibilities via their appointment letters

2. ACADEMIC:

1. Online Registration of College Research guides for subject of Botany, Chemistry Microbiology done.
2. Preparation and Submission of online file for continuation of affiliation for 5 Science Labs recognized for Msc and Ph.d degree , M.Sc biodiversity and Pyschology .
3. Organization of 2 day workshop on innovative teaching method i.e Flipped classroom teaching for Bhavan's and SPIT teachers.
4. Submitted online and as well as hard copy AQAR reports to NAAC for pending issues of 2014-15, 2015-16, 2016-17, and 2017-18 so that we can be ready for NAAC accreditation without back log in 2020.
5. Obtained commitment from almost all depts. to start financially self-sufficient "Add on courses" from June 2019 . Stats and Maths depts. initiated the same from this year.
6. University Scrutiny for review of starting new course of BAF successfully completed.
7. Students feedback for Teaching staff for Sem 1/3/5 taken and Evaluated and meeting conducted to discuss their strengths and weaknesses.
8. Ph. D student of Microbiology received the **Sfam grant** for her project "Risk assessment and Management of stored water in households of Mumbai based Slum pockets" amounting to Rs 2000 pounds

3. COLLEGE STAFF GRIEVANCES, RTI AND TRIBUNAL CASES:

1. Created online registration portal on college website for registration of caste based discrimination complaints

2. Resolved the RTI case of Dr Mala Khanna wrt to issue of "Understudy supervisor duty"
3. 08 RTI cases of Dr Mala Khanna received during the three months time period responded with the help of vice principal Mr Ashok Pawar without the help of any attorney.
4. Resolved that Services of attorney Mr Shukla will be used minimally and only on need basis as most of Dr Mala Khanna RTI cases were answered by the college
5. A RTI case of Dr M. Khanna received involving Submission of data wrt to her remuneration to be receivable from Uni/College(?) for 2013-14 to 2017-18 as internal and practical examiner was answered but as not satisfied she had petitioned to SCI . All the three cases of Dr Khanna were given verdict in our favour and her petition rejected based on the answers given by the college.
6. Met JD Dr Kale and AO Mr Datey and obtained from him the order letter stating that sustenance allowance to be given to Mr Sadanand Pawar can be adjusted against the tuition fees payable to JD for the college tribunal case of College V/S Mr Sadanand Pawar and received the first 3 months payment from govt

4. STUDENT MATTERS:

1. Meet students during their lectures throughout the first week to inculcate a sense of belonging, use of ID and also to assess their requirements and grievances
2. Students mentoring program initiated with student –teacher mapping put in place
3. A new ERP vendor "Master soft Ltd" was recruited for Online attendance, admissions and examinations needs of the college . The system is functional and used by all teachers of degree college for student attendance marking from 3rd Jan 2019. . Parents will be receiving SMS about their wards attendance every month.

5. INFRASTRUCTURE:

1. Renovation of three rooms in Pallonji Sadan building into labs for Microbiology dept and its shifting from main building completed. Inauguration held on 5th Dec 18 at the hands of Adv Asif Mulla .
2. Preparation of Room chart to assess the utilization of college infrastructure and overlapping of timetable between degree and junior college done.
3. Monitored and got all the classroom cleaned. Deputed relevant personnel for monitoring cleanliness and created documents for each classroom to be signed after cleaning by the staff in charge. Repair and Installation of platforms, tables, tube lights , fans , water purifier, labelled dustbins etc done as per the request of staff members.
4. Coordination with Ms Malini continued for property tax payment, increase in electricity bills and occupation certificates for all our buildings. CTS Number for all Bhavans college buildings received.
5. Plan for construction of 6 storey building initiated with Mr Khandwalla when he visited Bhavan's College and the first draft sent to architect Mr Mehul Mistry
6. Gave Donation of Acer (all in one) desktop to the college for NAAC doc upload and attendance maintenance
7. Provision for dust free chalks to teachers done
8. Work for Bhavans College Website improvement initiated using IT staff member and help from SPIT staff

6. FINANCE:

1. Visited DST at Kochy for presented of proposal for review of FIST grants and release of the last instalment
2. Submitted grant proposal for (a.) RUSA (b.) Centre for Potential for Excellence (c) Best College in University award (d) Best teacher award from Mumbai university (e) Best nonteaching award from Mumbai University.
3. Proposal for research project from Zytex industry involving probiotic work received and completed by Microbiology dept
4. Proposal from itransform group for use of renovated micro lab for conduct of DMLT practical in any vacant time slot was received. The dept. earned Rs 50,000/- for its use of lab for 2.5 hrs/day for a period of 15 days
5. As a cost cutting measure, did not renew the contract of clock hour temporary admin staff Mr Shetty, Ms Vidya and Ms Riya thereby saving Rs 40,000/- month while two CHB admin staff member were asked to report thrice in a week . Their salary was also reduced by half, saving Rs 50,000/ month.

7. NONTEACHING STAFF MATTERS:

1. Uniforms for class 3 and 4 nonteaching staff members given
2. New ID card for the class 3 and class 4 provided after 10 years of gap period

8. UNIVERSITY:

1. Dr Bhatena was Nominated as the Chairperson for University Board of Studies in Microbiology 2018-2022.
2. Probation and confirmation letter for Dr Nirmala Pawar based on University letter received was prepared and given (pending for 1 yr)
3. Letter for probation/ placement of Dr Gaurkhede sent to University (Pending for last 7 yrs)
4. Exam for Semester 1/3/5 (regular/ATKT) of B. Com, B.Sc and B.A through DEPD portal of getting question paper completed during vacation. In spite of lack of faculty supervisors due to vacation period, exam was conducted through use of office admin supervisors and CHB staff . Assessment of the papers almost completed.
5. Attended Vice Chancellors meeting called for Principals wrt to (a) RUSA (b) Syllabi up gradation through inclusion of add on courses

9. JT DIRECTOR MATTERS:

1. Letter specifying all the anomalies of the case for promotion non teaching staff Mr Aadi sent to JD office
2. Pension cases followed up with Jt director office and all 7 staff members pension was received. Papers for Dr Raju Pandit who is retiring in Dec and Dr Parvish Pandya who retired in Oct 2018 also sent to JD office.
3. Papers wrt to appointment of Mr Ankush Goyal for clerk position on compassionate ground (father expired in service) sent to JD office.
4. For 6 pay fixation in Dr Archana Kochrekar case, copy of 2005 and 2007 NOC was missing from college. Met Mr Sankpal from JD office for its resolution and obtained 2007 NOC doc . Have initiated talk with JD office to expedite this matter.

10. MISCELLANEOUS:

1. College Development plan preparation and provisional Budget for 2019-20 prepared
2. Junior college and Degree College service book entry and stamping for its readiness for 7th pay fixation
3. Started the canteen through a new vendor

11. ACADEMIC INITIATIVES AT PERSONAL FRONT

1. Financial support for project titled "Use of bacteriophage to ameliorate the hygiene conditions of secondary treated waste water was sanctioned by DST for a three year tenure (2017-18 to 2020-21) of Rs 36.9 lakhs
2. Attended one day workshop to discuss the "revised PBAS form and API calculation" organised by Tolani College
3. Ms Aparna Panday successfully obtained her Ph.D degree under my guidance
4. Registered the college for GST and obtained the GST registration number
5. Was nominated for trusteeship on "Dr Dhala Felicitation Fund trust"
6. Organised the 12 Annual research paper publication competition under the aegis of DFF-RPP
7. Participated in the "Workshop on Flipped learning" held on 17-19 Oct 2018

Date

Signature of the Employee

Prof. (Dr) Zarine P. Bhatena
Principal, Bhavan's College (Autonomous)
Name & Designation

1. Do you agree with the self assessment of the employee :
2. If No , state the reason for the same :

Date

Signature of the Reporting officer

Adv Asif Mulla ,
Chairman, Governing Body
Bhavans College (Autonomous)
Name & Designation