

SEVA MANDAL EDUCATION SOCIETY'S
SMT. MANIBEN M. P. SHAH WOMEN'S COLLEGE OF ARTS AND COMMERCE
Autonomous under S.N.D.T. Women's University
NAAC Re-accredited
UGC Status: College with Potential for Excellence
Adjudged as BEST COLLEGE 2017-18 by S.N.D.T. Women's University
338, R.A. Kidwai Road, Matunga, Mumbai – 400019

A virtual meeting of the IQAC was held on Monday, September 28, 2020 at 3.30 pm on Google Meet platform.

The following members were present for the meeting

President, SMES Dr. Dilip Trivedi
Honorary Secretary, SMES Dr. Bharat Pathak
Principal Dr. Leena Raje, Chairperson
Vice – Principal Mrs. Archana Patki
QAC expert Shri. Uday Gaitonde
QAC expert Shri Sunil Mantri
QAC expert Dr. Beena Inamdar
Member Coordinator Ms. Madhavi Sathe
Member Dr. Usha Mishra
Member Dr. Shobha Dedhia
Member Ms. Ashwini Prabhu
Member Dr. Avaneesh Bhatt
Member Ms. Darshana Buch
Member Dr. Gouri Mohan
Member Dr. Jyotsana Lal
Member Dr. Shubhangi Kulkarni, Coordinator, MCom
Member Ms. Reshma Murli, Coordinator, MA, Counselling Psychology
Member Mr. Ravi Warik
Member Mr. Ravi More
Special Invitee Mrs. Renuka Prajapati, HoD Economics

Leave of Absence was granted to

Member Ms. Vaishnavi Kamat
Special invitee Dr. Mala Pandurang, Principal, Dr. BMN College of Home Science

Following members were not present for the meeting.

Special invitees

1. Mr. T.M Jethani, Principal, SMES Law School
2. Mrs. Shlipa Shettigar, Principal, Sunanda Pravin Gambhirchand College of Nursing
3. Dr. Vatsalaben Trivedi, Senate member, SNTDWU

Agenda No. 1

Minutes of the meeting held on 11-5-2020 were circulated and seen by the members and were confirmed without any changes.

Agenda No. 2

Report of the activities and Plan of IQAC for this Academic Year

The Principal Dr Leena Raje welcomed all the members for the 1st virtual meeting of IAQC in the academic year 2020-2021. She asked the members to report if there are any matters arising out of the minutes of the meeting held on 11/5/2020. Since nobody had to report

anything, she presented the Report on Actions Taken on suggestions of the esteemed members.

Most of the Suggestions given for the new academic year in view of the COVID19 have been implemented:

- Admission issues for fresh and current students - attracting students, Fees and related issues are being looked into carefully with empathy. We are offering instalment facility along with concessions/ fee waiver to the needy students.
- For Safety of students, teaching and non-teaching staff and sanitation and cleanliness of the campus, a lot of precautionary measures are being taken. Daily sanitising the premises is undertaken and strict social distancing norms are observed.
- So far as preparing for Online Teaching Learning, Evaluation and E-content development is concerned, we have started our actions at all levels.
- We have reallocated our funds keeping in mind the need for extra activities to be done during this academic year owing to the issues created due to the lockdown situation.

After this The Principal presented Plan of IQAC for this Academic Year to the members which had following main focus areas:

1. Smooth and Effective Implementation of Autonomy

Work Accomplished so far in this area as reported by the principal included following Meetings of Statutory Bodies

- Academic Council Meeting on 21 July, 2020
- Finance Committee Meeting on 30 July, 2020
- Governing Body Meeting 7 August, 2020

Obtaining Approval for the New Degree Programmes

- BA- Economics
- MA-Mass Media

Following Programmes are run in the institution as Add on programmes. Now we have redesigned these and obtained approval from our Academic Council to put them in the category of CBCS courses

- Editing and Recording
- Advance Excel
- Digital Marketing
- Graphic Designing
- Advance Tally with GST

We want to implement following courses this year if the COVID 19 situation permits

- CBCS / Add-On programmes
- Women and Law
- Financial Literacy and Inclusion

2. Optimum Utilization of CPE and Autonomy Grant

Utilization certificate for CPE Recurring Grant for the year 2019-2020 has been sent to UGC, Delhi in August, 2020, we are in touch with concerned staff at Delhi Office. For the Autonomy Grant of 2019-2020, we received the money in the 2nd week of March and the lockdown started from 16th March hence we have utilized roughly 12,00,000 out of the sanctioned 15,00,000.

For the Autonomy Grant of this academic year we had a meeting of the Finance Committee on 30/7/2020 in which the proposed budget of Rs. 16,02,000 was accepted. The same was passed in our Governing Body on 7/8/2020 and is being forwarded to UGC Pune, this week.

Our proposed plans for the expenditure of both the grants are ready. We have already started utilizing the money. This year we have a plan of utilizing the grant for making examination strong room, conduction of online classes and training teachers for digitization and improving our infrastructure for Online Lectures.

3. Timely Completion of Mandatory activities in best possible way

Our efforts are ongoing for the timely completion of two important mandatory activities under IQAC:

AQAR

Report for the year 2018-2019 is almost ready and will be uploaded by this month end and AQAR for 2019-2020 is getting ready side by side and we will upload it on NAAC website by November, 2020.

Academic Audit

The formats for the Academic Audit for 2018-19 and 2019-20 were designed and distributed to the teachers two months before. First phase of the Internal audit process has begun and will be completed soon.

4. Identifying and Enhancing Institutional Weak Areas:

Based on the NAAC analysis, research was found to be an institutional weak area. To enhance our research activities we are taking following efforts:

- A 3-day FDP in joint collaboration with IQAC Cluster: India on “Fostering Research: Building Knowledge, Bringing Innovation” was arranged from June 25 to June 27, 2020. One important suggestion as given in the program will be implemented by us that is Integrating Research in any functional area of the institution- for eg.
 - Impact of the soft skill programme run by Technoserve on the students
 - Impact of NSS Camp Activities on the Personality Development of NSS Volunteers.
 - Impact of colleges’ intervention activities on the Mamnoli village community.
- Motivating and facilitating teachers to complete their PhD and further to take up Post Doc Research. Presently 3 doctoral research are on the way.
- We are coming out with the policy that every department should complete 1 minor research project sponsored by some funding agency/ management and every teacher has to publish/present 2 research papers in a year.

Student Research

- It has been decided to compile PG student’s research in a form of a compendium under our in-house journal Concept with ISSN No for better publicity.
- As a policy we are thinking of having one seminar period per week for all third year students in which they will do a paper presentation on syllabus related topics to be reviewed by internal and external experts.

Policies and SOPs

- Having understood that we do not have policies and SOPs for smooth and effective working, our IQAC has taken up major work of formulating policies and finalising procedures for important areas of institutional functioning. Our target is to complete

this work within the next 2 months. So far we have completed formulating the Admission Policy for our college and uploaded it on the college website.

Sustainable Best Practices

Having realised that Best Practices of the institution need to be sustainable and benefitting to a larger no of stakeholders, we want to relook at our Best Practices. For this a Session was arranged on 16-6-2020 on Best Practices and HEI's: for teaching and the non-teaching staff by Mr. Shrihari Pingale, IQAC Coordinator of Sangamner College. Many ideas are generated through that session which are worth exploring for implementation.

Agenda No. 3

Approaches to face challenges in the new academic year

Since this academic year has begun with COVID19 pandemic lockdown, we are working under a lot of restrictions and with limited resources. Teachers are working from home and conducting online classes. There are at least 20% to 25% students from traditional courses who do not have facilities to attend online classes. our two focus areas to support our students are as follows:

1. Effective Conduction of Hybrid Teaching Learning Process

So far we have purchased 20 G-Suite Ids which are being extensively used by the faculties for smooth conduct of the virtual classes. Orientation of students and training of teachers on use of Digital platforms is an ongoing process. Faculties have been teaching using prepared videos, uploading reading material on whatsapp groups and engaging maximum possible students in online classes.

To continue our efforts we have planned to do following activities:

- Training of Teachers in E content Development
- Increasing the Bandwidth and Purchase of more Ids as per the need
- Time Table Preparation
- Provision of Facilities to students
- Setting up of Online Examination and Evaluation System

2. Boosting Morale and Maintaining Mental Health of Students in the present situation.

Mental Health Initiative started by "Samvedana" our counselling centre during lockdown period has continued well. Keeping in touch with students in their groups to help them face challenges created by COVID19 situation, understanding their problems and also updating them about Online Admission Process, Fees instalment, scholarship and free-ships. Our Women's Cell conducted a survey on 1437 students to find out their situation at home and to see the impact of pandemic on their mental, emotional and financial well-being and to know if there are any incidents of domestic violence and gender discrimination. This was followed up by Webinar on "Strategies for Prevention of Domestic Violence" Organised on 14 August, 2020 in joint collaboration with Majlis an NGO working for women protection. Now we are signing an MOU with them for continuation of this work.

In response to students' request for financial support and in response to appeal by the management, following efforts have been initiated. Many Teachers are sponsoring students at individual level. We have appealed to our Alumni and Philanthropists individually as well as through an appeal on the website and we are receiving good

response to our appeal. Donations received late for the last academic year under students scholarships are being adjusted for this year's fees of the students. We have appealed to Transunion CIBIL Company under their CSR funds for a sponsorship of Rs. 20 Lakhs for our professional courses having higher fees. I appreciate the efforts of our IQAC member Dr. Shubhangi Kulkarni in this direction.

Agenda No. 4

Any other matter with the permission of the chair

Shri. Sunil Mantri gave the following suggestions: For fostering Research, college could design an incentive/reward policy for teachers for obtaining the Research Degree and Publish papers in some good specific high impact factor journals. Syllabus can be revised such that some research work can be part of the academic activity. Semester V can be totally dedicated to a project/practical training and assigning some credit for the same. As the college is autonomous, syllabus can be designed by the college to make it more practical/research oriented. He appreciated the good work in raising finance and obtaining CSR funds of Rs. 20 lakhs, the same was also seconded by Dr. Bharat Pathak.

Mr. Gaitonde offered financial assistance to 2-3 needy students for which we have to send an appeal to him. College should appoint leaders/champions for specific college work/committees which will help in the upcoming NAAC Accreditation.

Dr. Inamdar explained about the process of conduction of AAA by CEDA and expressed her thoughts that once the college opens physically, they can undertake this work if the institution so desires.

The meeting ended with appreciation for good work in spite of the pandemic and a vote of thanks to the chair.