

**SEVA MANDAL EDUCATION SOCIETY'S**  
**SMT. MANIBEN M. P. SHAH WOMEN'S COLLEGE OF ARTS AND COMMERCE**  
**(AUTONOMOUS)**

**NAAC Re-accredited Cycle 3 'B++' Grade CGPA 2.88/4**

**Recipient of UGC - CPE Grant (2016-2021)**

**Adjudged Best College 2017-18 by S.N.D.T. Women's University**

**338, R.A. Kidwai Road, Matunga, Mumbai – 400019**

A meeting of the IQAC was held on Thursday, February 3, 2022 at 11.30 am in the Online form

**The following members were present for the meeting**

Dr. Leena Raje, Principal Chairperson

Dr. Bharat Pathak, Honorary Secretary, SMES

Dr. Gouri Mohan, Coordinator

Vice – Principal Mrs. Archana Patki

**QAC Experts:**

Shri Sunil Mantri

Dr. Beena Inamdar

Dr. Avinash Deolekar

**Members:**

Ms. Madhavi Sathe

Dr. Usha Mishra

Dr. Shobha Dedhia

Dr. Avaneesh Bhatt

Ms. Ashwini Prabhu

Ms. Darshana Buch

Ms. Vaishnavi Kamat

Dr. Jyotsana Lal

Dr. Shubhangi Kulkarni

Ms. Soumya Nichani

Ms. Hemlata Kumar

Mr. Ravindra Warik, Junior Clerk

Mr. Ravi More, Junior Clerk

**Student Members:**

Ms. Sonali Gupta SY BCom

Ms. Tejal Gurav SYBA Marathi Medium

**Leave of Absence was granted to:**

Dr. Dilip Trivedi, President-SMES

Dr. Navin Punjabi, QAC expert

**Special Invitees:**

Dr. Mala Pandurang, Principal, Dr. BMN College of Home Science

Ms. Rakhi Gadhave, I/C Principal, Smt. K.G. Shah Law School

Ms. Jyoti Singh, MCom I, Student Member

Dr. Leena Raje, Principal welcomed all the members for 2nd virtual IQAC meeting for A Y 2021-2022

### **Agenda No. 1**

Minutes of the meeting held on 29-10-2021 were confirmed unanimously by the members. There were no matters arising out of the minutes.

### **Agenda No. 2**

#### **Criteria-Wise Plan of the Institution for this Semester**

**Upcoming and completed activities under every criteria were reported by Dr. Raje**

#### **Curricular Aspects - I:**

- ❖ Completion of Syllabus revision upto Semester VI (UG) and Semester IV (PG)
- ❖ Implementation of New Add on courses across all the degree programmes

Ongoing

- ❖ Finalizing PSOs, COs and uploading them on the college website.
- ❖ Documentation Process: Obtaining and analysing Feedback on curriculum from Stakeholders, BOS members and Academic Council of our autonomous college. Collecting feedback and uploading it on the college website.

#### **Teaching, Learning and Evaluation - II:**

- ❖ Implemented 50/50 evaluation pattern from the year 2021-2022 for First Semester of all U G Programmes
- ❖ The examination committee is extended and being strengthened to implement reforms as per the norms of Autonomy

Ongoing

- ❖ Faculty Development Programme on “Experiential Learning & Professional Pedagogy” is planned for teachers in the month of march
- ❖ The committee is also planning a Workshop on Innovative Teaching and Evaluation Techniques and strategies for Continuous Internal Evaluation

#### **Research, Innovations and Extension - III:**

- ❖ Release of 2nd Volume of Compendium: PG Student Research E Journal on 31st December.
- ❖ Progress of ongoing 11 Minor Research Projects is assessed bi-monthly and teachers are mentored to facilitate timely completion of projects. Next meeting is scheduled on 5th February.

Ongoing

- ❖ Supporting and empowering teachers to publish Research Papers in UGC Care listed journals.
- ❖ Establishing Institutional Research Centre
- ❖ Survey of 18 year old students in college regarding vaccination
- ❖ Webinar on voter registration procedure and guidance by government expert for college and for Mannoli village and neighbouring areas

- ❖ Competitions and programs related to Azadi ka Amrit Mahotsav

#### **Infrastructure and Learning Resources - IV:**

- ❖ Strong room for examination conduction is almost ready with infrastructural changes. It will soon be operative

#### **Ongoing**

- ❖ Website Modifications as per Autonomous Status to make website more user friendly and interactive and integration with MIS software
- ❖ Increasing Library usage and encourage reading habit among students:
- ❖ Organize Book Review Competition activity in hybrid / online mode
- ❖ Collaborative activities between Library and the Departments  
(Eg : Online Quiz and other competitions, Awareness sessions on E-Resources, etc)

#### **Student Support and Progression - V:**

- ❖ To reactivate the Academic Advancement Center to reach maximum number of students and help them in enhancing their academic performance:
  - Identifying academically strong and weak students and implementing various programmes for them.
  - To arrange short duration courses in Mathematics and English proficiency as per the need
  - To arrange bridge/remedial course
  - To set up mentoring process
- ❖ **Placement Cell will conduct**
  - Half day workshop on Making effective presentations
  - Half day workshop on Building an effective Resume
  - Two day workshop on soft skills training for TY students across faculties
- ❖ **Innovation & Incubation Centre will organise**
  - 3 workshops on 3 activities- Soap making, Chocolate Making, Mehendi, Quilling, jewellery making, Sanskar Bharati Rangoli. Involving alumni wherever possible to motivate students to take up Entrepreneurship.
  - Live interview with some young successful women entrepreneurs.
- ❖ **Alumnae and PTA Committee**
  - Organizing a skill based session open to all the alumnae in the month of february 2022
  - The Alumnae registration form and Alumnae Sahyog Nidhi Donation form will be put on the website soon.
  - A session for parents across faculties on the topic 'Online banking - security and general awareness" in February 2022

#### **Governance, Leadership and Management - VI:**

- ❖ Redefining Institutional Vision, Mission, Objectives and Quality Policy in congruence with Autonomy: a session was scheduled on 31st January, 2022 by Dr. Suman Pai, Consultant with Bajaj Foundation.
- ❖ A Proforma for Career Development Action Plan has been developed by the IQAC and is in the process of implementation.
- ❖ Regularisation of the process of maintaining Meeting Records of Various

Cells/Committees

- ❖ Total Adaptation of ACADMIn Software (MIS) for all areas of institutional working

### **Administrative Audit**

To implement the suggestions/recommendations received from External Administrative Audit Committee conducted on 29th October for improving the administrative processes

### **Institutional Values and Best Practices - VII:**

- ❖ Arranging movie shows by Film Club: Theme - Fighting all odds and emerging a winner, shortlisted films - Udaan, Nil Battey Sannata and Rocket Singh
- ❖ Enhancing students common room facilities by putting Musical Instruments, Carrom Boards, and some other recreational accessories
- ❖ Tapping the feasibility of installing sensor based energy conservation gadgets in the college premises.
- ❖ To initiate tree planting and landscaping of trees/plants in some part of our campus as a step towards making the campus green.
- ❖ To communicate code of conduct displayed on the website to create awareness amongst the students and staff during mentoring or induction programs.

### **Agenda No. 3**

#### **Highlights of the College Activities**

The Principal presented the highlights of the institution such as Academic Audit on 17th of February.

#### **MOUs and Linkages**

College has following academic MOUs and Linkages

- The Mind Academy
- Tulsi Trust
- Smt. Surajba College of Education
- Akshara
- Finx
- Technoserv
- Trade School
- Eton Advisors
- TransUnion
- NIIT Foundation
- Learnnet Skills for Life

#### **Statutory Body Meetings:**

Academic Council Meeting was conducted on January 7, 2022 and 2<sup>nd</sup> Governing Body Meeting was conducted on January 21, 2022

#### **Students Support:**

Received Rs. 18,73,948/- from TransUnion CIBIL for scholarships to our students through their CSR funds

#### **Student Achievement:**

Our IQAC student member Ms. Tejal Gurav participated in the 26th January RD Parade at New Delhi in the Cultural Program presented by Maharashtra State

**Inter-Collegiate Festival 2022** by BMS department - AAKAR 2022 on 28-29 January, 2022 and BAMM - RAZZMATAZZ 2022 on 24th February, 2022 in online mode

### **National Conclave**

Rashtriya Mahila Kavya Sammelan

Marathi Dept organised the National Conclave from 14th to 28th January, 2022 where speakers from different states were invited.

### **Agenda No. 4**

#### **Any other matter with the permission of the chair**

Dr. Inamdar appreciated and suggested sharing a complete CBCS courses list for comparison with regular courses. Alumni contribution should be in any kind and not restricted to money. Dr. Deolekar suggested that conduction of internal and external audit is good practice and should be taken seriously. Non compliance should be looked at and worked upon. Dr. Bharat Pathak thanked Dr. Beena Inamdar and Dr. Deolekar for their active participation and assured the members that suggestions given in the audit will be implemented on behalf of the college. Dr. Raje thanked all the external members for their active participation in the meeting and giving constructive suggestions.

The meeting ended with a vote of thanks to the chair.

Dr. Gouri Mohan  
Coordinator

Dr. Leena Raje  
Principal