

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 Tuesday, January 5, 2021 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 Sunil Mantri
QAC expert Dr. Beena Inamdar
Member Coordinator Ms. Madhavi Sathe
Member Dr. Shobha Dedhia
Member Ms. Ashwini Prabhu
Member Dr. Avaneesh Bhatt
Member Ms. Darshana Buch
Member Ms. Vaishnavi Kamat
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 Dr. Mala Pandurang, Principal, Dr. BMN College of Home Science

Leave of Absence was granted to

QAC expert Shri. Uday Gaitonde
Member Dr. Usha Mishra

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, SNDTWU
4. Special Invitee Mrs. Renuka Prajapati, HoD Economics

Agenda No. 1

Minutes of the meeting held on 28-1-2020 were circulated and seen by the members and were confirmed without any changes.

The Principal Dr Leena Raje welcomed all the members for the 2nd virtual meeting of IQAC in the academic year 2020-2021. Dr. Raje reported that Shri. Uday Gaitonde has expressed his desire to step down as IQAC Expert Member from this meeting onwards as he has completed 10 years and finds it difficult to manage the commitment. She then asked the members to report if there are any matters arising out of the minutes of the meeting held on

28/9/2020. Since nobody had to report anything, she further proceeded to present the Report on Actions Taken after the last meeting.

- AQAR for the year 2018 – 2019 was submitted on October 27, 2020 and accepted by NAAC Office on November 20, 2020. AQAR for 2019-2020 is being prepared presently and will be uploaded in due course of time.
- Academic Audit for 2018 – 2019 and 2019 – 2020 is completed at the internal level in online format. We want to change this format and adapt to University / IQAC Cluster, India format to enable us to conduct AAA smoothly.
- Utilisation Certificate for Autonomy Grant is sent to UGC in 1st Week of October, 2020.
- Conduction of Hybrid Teaching: Regular classes are conducted on Google Meet Platform and Teachers are preparing e-content using various tools like blogs and videos.
- Women's Cell Activities are ongoing and we have signed an MoU with Majjlis an NGO working with socially deprived women.
- In tune with our plan to help students financially, following efforts have been taken at the institutional level:
 - Donations from Teachers (between 4,00,000/- to 5,00,000/-) for fees of Sr. as well as Jr. college students.
 - Sponsorship of Rs 20,00,000 from TransUnion CIBIL company through their CSR funds as scholarship
 - Donation from Mr. Rushabh Turakhia Rs. 5,19,000/-
 - Shri Uday Gaitonde, external expert on IQAC has sponsored two first year students from BA and B.Com till their graduation.

Agenda No. 2

Report of college activities:

The Principal presented Activities for this Academic Year with following main focus areas:

1. IQAC ACTIVITIES

- A course on Effective Documentation for NAAC Accreditation conducted by the IQAC Cluster India between Sep - Nov 2020 has been successfully completed by 5 IQAC Members.
- IQAC organised a Students Webinar on “Setting SMART Goals and Career Management” in association with Indian Business School IBS on November 9, 2020. It was attended by 172 students from B.Com, B.ComAFI, BMS, BA (Economics) and M.Com.
- IQAC has completed the API Verification Process at the college level for 8 Teachers from our college who are due for promotion under CAS (PBAS).
- College has registered on NIRF portal.

2. E-Content Development

- A 4 days workshop on “Developing and Uploading E-Content” was organized in the month of December by our IQAC together with IQAC of Dr B M N College in joint collaboration with **WhiteCode and IQAC Cluster India**. The resource person was Dr Vishwanath Bite from Rajaram College, Kolhapur. Teachers got to practice on the LMS platform in this workshop. Topics covered were some of the following: Blogs, Wordpress, Google Classroom, Jamboard, OBS etc. The programme will conclude on 7th January 2021.

3. Research

- Management had approved 4 Minor Projects of our teachers with financial support of Rs 25,000/ in April 2018. The projects have not been completed by the teachers for various reasons. Realising the need for supporting our teachers and orienting them to enhance their confidence in research we are doing the needful:
- To tie up with Dr B M N College. Under the STRIDE scheme they will mentor these teachers. We are in the process of signing an MoU with them.
- IQAC will hold an Inhouse Research Competition in January for all the college Dept. Rules and Regulations for the same are ready. Best 5 proposals will be sent for management sponsorship.
- IQAC in joint collaboration with the Department of Sociology organised a workshop on “Qualitative Research: Methods, Validity and Reliability of Data” on December 5, 2020. Resource Persons were Dr. Vijay Marulkar and Dr. Mansi Bawdekar.
- Departmental Research: BMS Dept. has initiated a Research Project to find out the impact of Online Teaching -Learning on students and Teachers of various colleges.
- First issue of our Compendium In-Quest displaying P G student Researches is released on 1st January 2021
- Dr. Leena Raje’s paper was published in an International journal of Community Medicine and Public Health in April 2020 and one more has been accepted recently in the last month.
- Two of Dr. Raje’s co-authored Research papers have been accepted for presentations in the national conference IDACON to be held in end of January, 2021

4. Collaboration and Linkages with MOU’S

This year the college has signed an MoU with Majlis, an NGO working for womens’ issues and Tulsi Trust for a course on Elderly care.

To Extend our horizon for Elderly Population: The Department of Sociology in joint collaboration with Tulsi Trust is conducting an online course of 10 sessions in “Elderly Care”. 55 students of SYBA and TYBA are attending the course.

Dept. of Psychology in collaboration with RRTC under Centre for study of Social Change organized a Webinar on “Graceful Aging” on December 11, 2020

Dept. of Sociology in collaboration with Centre for study of Social Change organized a Webinar on “Aging and Assisted Home Care” on December 22, 2020

5. Environmental Care

Four days National webinar series “IN-WASTE” was organised by the department of Sociology in joint collaboration with Know Your Surroundings on November 20, 21, 22 and 29, 2020.

Speaker	Topic
Dr. Sanjay Joshi	Biomedical Waste Management
Ms. Monalisa Mukherjee	Mindfulness and Conspicuous Consumerism
Ms. Prakriti Bagdi	Learn to Prepare Natural Cleaners (Bioenzyme)
Mr. Harshal Bhalerao	Know Your Plastic Waste

6. Gender Sensitization Activity with AKSHARA Women's Centre:

- After the online Screening of movie "Mee Raqsam" on 19th September 2020 for faculty and students, college has entered An MoU that has been signed with AKSHARA for the current academic year. Under the joint collaboration between Akshara and FC dept. of the college, activities such as Series of workshops and webinars, student led programs are being conducted on 'Gender Equality'. Gender Equality club is formed in the college to sensitise students on gender discrimination and equality. Faculty members: Ms. Darshana Buch and Dr. Rekha Shelar and a team of 25 Students are participating in it. 12 projects under the title 'reinforcing gender equality /positive gender roles' through media representation as a part of Youth for change program are being conducted

Agenda No. 3

Discussion on Facilitating Autonomy:

A report on efforts by the college to facilitate autonomy was further presented to the members.

Meetings	Tentative Schedule
All BoS Meetings	to be completed in January 2021
Academic Council Meeting	to be completed in February 2021
Governing Body	to be completed in February/March 2021

Common Agenda given for all the departments was as follows:

Syllabus Restructuring wherever necessary, Add on/ CBCS courses approval (ACB) and finalisation of weightage for internal and external evaluation.

Following add on Programmes planned under Autonomy and approved by our statutory bodies have been implemented by the college for the present A Y

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

Following approved add on Programmes have not been implemented by the college

- Women and Law
- Financial Literacy and Inclusion

So far as Examination Conduction under autonomy is concerned, Designing, printing and security features such as serial number, code and hologram have been incorporated and marksheets for Autonomous college are ready. We have appointed Infovalley Software Solutions an agency for conduction of Online Examinations under Autonomy. In October, 2020 HSC Terminal and UG-PG ATKT Examinations were completed under this contract.

As per the requirements of U G C (WRO) college constituted an External Peer Team and conducted Virtual meeting on 18/12/2020 to evaluate performance of the college under Autonomy. Dr. Anushree Lokur, Principal, Ramnarain Ruia College - Chairperson, Dr. Meena Kute, Principal, P.V.D.T. College of Education for Women's, SNDTWU - and Ms.

Sarita Jaishankar, HoD Economics, Assistant Professor, Jai Hind College were appointed for this work. A detailed college report on activities conducted under autonomy and utilisation of autonomy grant was presented to the committee. College efforts were greatly appreciated by all the three committee members. We have now received written feedback from the committee and will forward the same to the U G C Office for further action of release of grant for 2020 - 2021.

Agenda No. 4

Approaches for implementing NEP 2020

1. Understanding the need of Orienting and Guiding our teachers in getting insight of nuances of implementing NEP, we had organised an important session on October 6, 2020 by Dr. Mrunalini Fadanavis, Vice - Chancellor, Solapur University which made things more clear for us.
2. To promote Regional Languages Dept of Marathi in joint collaboration with Sanskar Bharati had organized a foundation Course in “Spoken Sanskrit” which was concluded on 30/11/2020. 55 students from Marathi Department benefited from the programme. Shortly starting a new batch of Spoken Sanskrit courses in January 1st week.
3. Continuing our practice of the past 4 years, a batch of BA III Marathi students for Modi Script will be started in January, 2021.
4. Like every year we will conduct a course in Journalism in Hindi and Marathi language and a Translation course in Hindi language.
5. We are collaborating with Surajba college of Education for a Workshop Series in Value Education from January 11, 2021 for staff and students and an add-on programme in Universal Human Values for the students. This programme will be joint responsibility of the Department of Sociology and Foundation Courses and will be started from next academic year.
6. Realising the background, mindset and needs of many of our students we have been motivating them for Entrepreneurship/ self Employment. Conducting courses on Basic Garment Construction, variety of Food Preparation like Snacks, Baked items have been our regular endeavors. We want to increase the frequency and spread it to more number of students. Efforts for supporting them with information regarding Funds procurement, outlay of the systems and setting up small start ups need to be more intense from our side.
7. The Principal also discussed further plans for this academic year such as Continuation of Hybrid education, Conduction of Online Examinations, Continuing activities for developing E-Content competencies in teachers, Implementation of feasible ideas and schemes from NEP 2020, Taking precautions and maintaining Covid free ambience at the institutional level.

The Principal invited the members to give their responses and valuable suggestions for enhancing the college performance and sustaining the quality in all the efforts taken by the college.

In response Dr. Bharat Pathak appreciated the presentation and coverage of all college activities in the same. He also expressed his satisfaction for the good work done by the college.

In response to Dr. Dilip Trivedi's concern on 4 incomplete minor research projects, Dr. Raje presented the status of these projects and explained in detail various reasons for non completion of these projects and further informed that their progress report has been submitted to the research cell of the college. Dr. Trivedi suggested encouraging the faculty and motivating them to complete the projects as soon as possible and keeping the management updated. Dr. Mala Pandurang suggested that under the STRIDE Grant for capacity building for research, multiple sessions on writing and fine tuning the proposals can be arranged for the faculty members along with one-to-one mentoring and guidance for doable, interdisciplinary projects.

Dr. Beena Inamdar appreciated the presentation and the efforts of the principal and the faculty for conducting several activities in spite of the restrictions due to pandemic. In addition she gave the following suggestions- 1. To pay more attention to research output along with effective documentation. Systematic efforts need to be made for training, interaction with experts and change in mindset about research. 2. Regarding autonomy, a one-day activity can be planned with CEDA where representatives from autonomous colleges who have been successfully managing autonomy and newly autonomous colleges can interact on the same platform. 3. For Add-on courses she suggested that some of these courses can also be made open to the community, parents, housewives or anyone who is interested where small batches can be given the skill training that is being imparted to our students. For example, planning special purpose courses such as English for housewives or bank employees can be an interesting activity. She said that she will concretise her ideas and mail them to the principal in 2-3 days.

Agenda No. 5

Any other matter with the permission of the chair:

Prof. Sunil Mantri suggested that since the college will be now appearing for the 4th cycle of accreditation and first as an autonomous college, it is necessary to benchmark various activities and plan for the next 5/10 years. In every IQAC meeting, the progress made for each activity can be reported. It is necessary to bring in more specific change in autonomy yearwise and in the academic calendar.

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