

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
Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex,
338, R.A. Kidwai Road, Matunga, Mumbai – 400019.

Minutes of the IQAC Meeting

Day and Date: Saturday, April 13, 2024

Time: 11.30 AM

Platform: Online (Google Meet Meeting)

The following members were present for the meeting:

Dr. Archana Patki, Chairperson
Dr. Dilip Trivedi – President SMES
Dr. Avaneesh Bhatt, Coordinator

QAC Experts:

Prof Meera Desai, External Expert
Dr. Navin Punjabi
CA. Huzaifa Nampurwala

Members:

Dr. Shobha Dedhia
Ms. Madhavi Sathe
Ms. Ashwini Prabhu
Dr. Jyotsana Lal
Dr. Shubhangi Kulkarni
Ms. Soumya Nichani
Ms. Hemlata Kumar
Mr. Ravindra Warik - Junior Clerk
Mr. Ravi More - Junior Clerk
Ms Pallavee Joshi, Alumna
Ms Pragati Tiwari, Current Student, SYBCom

Leave of Absence was granted to the following members:

Dr. Avinash Deolekar - QAC Expert
Dr. Daksha Dave, Member
Dr. Bharat Pathak, Hon. Secretary, SMES

The meeting began with Dr. Archana Patki, Principal, greeting all the members. She requested President Dr Dilip Trivedi to welcome the esteemed members formally. After Dr Trivedi's

warm welcome, Avaneesh Bhatt, IQAC Coordinator, presented preliminary remarks, thanking members for their support, especially mentioning Prof Meera Desai, who has always played a mentor to the college.

Agenda No. 1: Confirmation of minutes of meeting held on November 1, 2023, and Matters arising out of the minutes

Avaneesh Bhatt requested members to confirm the minutes of the meeting held on November 1, 2023. The minutes were confirmed unanimously, with minor corrections, by the members without ensuing discussion on any matter.

Agenda No. 2: Action Taken Report

Avaneesh Bhatt presented the following action taken report:

- The revised vision and mission statements were tabled in the governing council meeting on 13th March 2024. The statements are approved.
- Ms Soumya Nichani began functioning as the Criterion I facilitator.

Agenda No. 3: Criteria wise progress of the planned activities

Dr. Patki requested all the Criterion Facilitators to present the progress of the planned activities

Criterion I: Curricular Aspects

Facilitator: CA Soumya Nichani

Members: Prof Daksha Dave, Ms Shagufta Memon, Dr Rashmi Tupe

SR. NO.	PROPOSED PLANS	ACTIONS PROPOSED	TIMELINE
1	NEP implementation	Syllabus for Semester 2 under NEP Approvals from BOS and AC Time Table Preparation Modified Template for Syllabus presentation in BOS and AC	Completed in Dec 23 Ongoing Circulated to all faculties
2	Feedback on syllabus	Feedback from stakeholders	Circulated to all faculties.
3	Preparing POs according to NEP	The program objectives and outcomes are being prepared in accordance with the NEP guidelines. A Draft has been prepared by the Criterion members, which will be finalised	June 2024

Criterion II: Teaching, Learning and Evaluation

Facilitators: Ms. Hemlata Kumar

Members: Dr. Bhavana Premchand, Dr. Sarita Kasralkar, Dr. Swati Mohite and Ms. Nikhila Parab

SR. NO.	PROPOSED PLANS	ACTIONS PROPOSED	TIMELINE
1	Implementing assessment using rubrics	Rubrics were mailed to department IDs to initiate the staff for using Rubrics as an assessment tool	Task completed
2	Mentor Mentee Interactions	Mentor Mentee list was sent to all staff members and they were asked to start with interaction sessions	Task completed
3	Amended Examination Cell Composition	Amendment of examination & unfair means prevention committee composition has been done	Task completed
4	PO, CO mapping	Post approval of PO, PSO & COs mapping will be facilitated. Considering the use of IT integration (ACADEMiN) for Po, PSO and CO mapping	August 2024
5	IT integration in examination	Extensive use of ACADMiN software for examination processes	Throughout the year
6	Student Satisfaction Survey	Students data has been collected and link for the survey will be shared soon	May 2024
7	Teacher Assessment Questionnaire	Link for the assessment will be shared with students by the end of this month	May 2024

Criterion III: Research, Extension and Consultancy

Facilitators: Dr Archana Patki and Renuka Prajapati

Members: Dr Hiralal Bhosale, Dr Shital Mandhare, Ms. Shweta Jagad, Dr Vrushali Choughule

SR. NO.	PROPOSED PLANS	ACTIVITIES	TIMELINE
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1	Platforms to encourage creative and scientific thinking among students.	PostScript <u>Inquest Students</u> <u>Research Compendium</u> Meteor - Publication by Management studies <u>Surabhi</u> – Annual Publication Hindi Department Pallavi - Annual Publication Marathi Department	Quiz on Ram Mandir, March 2024 March 2024 March 13, 2024 April 2024 May 2024
2	To encourage research among faculty members Funding for research endeavours and publications, registration reimbursement.	Minor research projects through management funding. Publications : Book Paper publications Book review Articles Poster	2 minor research proposals approved- Depts of Sociology & Commerce. 01 10 01 02 01
3	Raise awareness about Intellectual Property Rights	Organised by B.com (Advertising & Computer Application) Department	January 2024
4	Innovation & Incubation cell	Encourage and guide students for entrepreneurial ventures. Green club organised skill building workshop on Natural Colour Making as an entrepreneurial venture Innovation and Incubation center in	Ongoing January - March 2024 12th January 2024 & 1st Feb 2024 Ongoing

		<p>association with PG Department of Commerce and B.com advertising organised 'Creations' - where students put up various stalls of home made products .</p> <p>Efforts to motivate & support more students</p>	
5	Extension & Outreach activities	<p>Marathi department students under the guidance of Dr. Rashmi Tupe and Prof. Supriya Shinde with FYBA ,SYBA & TYBA 20 students conducted activities with the children of Shraddhanand Mahila Ashram in 2024.</p> <p>Activities -</p> <p>Batch 1 Story Telling session, Story writing.</p> <p>Batch 2 Poem reading ,creative game.</p> <p>Batch 3 Vyakaran Rachna</p> <p>Batch 4 Paper bag from newspaper, greeting cards</p> <p>All activities mainly focus on effective Marathi learning, vyakaran rachna, improve reading and writing skill.</p>	<p>December 16, 2023</p> <p>to</p> <p>23 March 2024</p>
	English E – teach Project	<p>English Language teaching with BCPT: Conducted the training programme for 30 students. Under the BCPT English E – Teach Project, 8 students have been</p>	<p>January 1st week to 5th March 2024</p>

		engaging Anjuman Tablighul Islam Urdu Primary School & Anjuman Khairul Islam Girls School, Kurla, thrice a week. In this activity, our students teach students of std. 1st to 4th with the help of audio-visual content. Till date 30 sessions have been completed	
	Project Protsahan at Manav Seva Sangh	The TYBA (Food and Nutrition) students, along with Madhavi Sathe, Assistant Professor, visited the kitchen at Manav Seva Sangh. The purpose was to collect information about the menu and food intake of the children at the orphanage & planning cyclic menu for them.	27th January 2024
		Principal Dr. Archana Patki , counsellor of the college Ms. Vedashree Bhagavat , Mr Rakesh Singh, Ms. Soni Singh and students of the Department of Psychology visited Manav Seva Sangh for 4 Sundays, two hours each to conduct activities.	21st Jan 2024 28th Jan 2024 4th Feb2024 18th Feb 2024
		The aim was to improve the academic motivation of children of the shelter home. More than 20 activities were conducted and more than 30 students have participated in the activities. All activities mainly focused on Self	

		understanding, Emotional Regulation, Time management, Study related activities, Effective communication, Attention and Concentration, Memory....	
		BA Child Development students under the guidance of Dr. Sarita Kasaralkar, Head, Dept. of Child Development conducted activities with the children of Shree Manav Seva Sangh in 2024. Activities - Batch 1-Story Telling Session, Creative games and Creative Movements, Music session Batch 2- Story Telling session, Maze Game, Paint activity, Rhymes and Songs	10th February 2024
		Dr. Rashmi Shetye Tupe and 3 students of SYBA Marathi Department carried out extension work at Manav Seva sangh Under Prosthan Project by counting Story telling, Reading Habit and Paper bag making for approximately 20-25 children of 5th to 8th std.	25th Feb & 10th March 2024
		5 Students of Hindi Department along with Ms. Soni Singh carried out Game activities for approximately 20-25 children of 5th to 8th std with the aim to improve their Hindi language.	17th March 2024

		Hindi Department visited Bal Sudhar Gruh Dongri to conduct activities - 2 faculty members and 04 students participated.	2nd February 2024
		Psychology Department Conducted annual Rural outreach at Wada in collaboration with Junoon Foundation conducted creative activities & Career Guidance followed by interaction	30th Jan 2024
		Sociology Department Organized Valentine Day Programme at Manav Seva Sangh for Elders and for HELPAGE INDIA	14th Feb 2024
		Various Extension activities organised by NSS Unit throughout the year and during NSS Special Camp such as Cleanliness Drive at adopted Railway station King's Circle and Reay Road , Awareness Programmes, Awareness lecture at vanicha Pada for Tribals population and various programmes as per government guidelines.	continuous
		NSS volunteers of Economics Department conducted various activities related to Voting Awareness at various public place.	Since Jan 2023 still going on
		Accountancy Department conducted at donation drive at Tribal School run by	11th January 2024

		Yusuf Meharally Centre. Students and teacher enacted with the class 5, children distributed folders and stationary items to them .	
	Consultancy	Improve visibility of faculty expertise on Website Policy submitted to the management with request for implementation from next academic year	Ongoing June 2024

Criterion IV: Infrastructure and Learning Resources

Facilitators: Ms Ashwini Prabhu

Members: Ms Kiran Jadhav, Ms Nidhi Savai, Mr Shahid Ansari

SR. NO.	PROPOSED PLANS	ACTIONS PROPOSED	TIMELINE
1	Organisation of Library activities to improve footfalls and utilisation of resources	<ol style="list-style-type: none"> 1. Collaborative Activities with Departments 2. Schedule for library visit by students 3. Additional Activities from the library 	Throughout the year - Monthly
2	Organisation of E-content creation workshops for faculty	<ol style="list-style-type: none"> 1. Continuation of the series of workshops 2. Interaction with departments 	Jan 2024
3	Floor plans	Finalisation of Floor Plans	Dec 2023 - Completed

Activities completed since last IQAC meeting

- Book displays on various themes have been continued. Notable one include
 - “*Streeshakticha avishkar*” – biographies of eminent women personalities on 16th October 2023 during Navratri festival
 - Display of translated literature on 5th February 2024
 - Display of iconic literary works from Marathi literature on “*Marathi Bhasha Gaurav Din*” on 27th February 2024

- Online quizzes on “Budget Trivia” and “Marathi Bhasha Gaurav Din” were offered by the library which received a good response.
- A session on E-resources for PG students of Psychology was organised on 4th April 2024 and was well received by the students
- The library facilitated display & sale of publications of Ramkrishna Mission on literature of Swami Vivekanand for the youth. The display cum sale was arranged on a mobile van of the Mission parked near the college entrance on 15th and 16th February 2024 from 9.00 am to 5 pm. The activity received good response.
- The library collaborated with the Marathi department and organised a session of reading stories and paragraphs from select Marathi books and poetry recitation in the foyer on 27th February 2024 from 11.30 to 1.00 pm. The session was well received and appreciated with enthusiastic participation from Jr. and Sr. college faculty as well as students from the Marathi department.
- In order to encourage reading beyond academics, the library collaborated with the BCom-AFI department for a special project. Ms. Ashwini interacted with FYBCom-AFI students & highlighted the importance of reading beyond syllabus and oriented the students regarding the library’s resources. Following this, the library staff carefully selected nearly 200 books in fiction and non-fiction categories in different languages and these were displayed in the research center. Students were sent in groups of 5-10 to browse through the display and select a book of their choice. The library staff issued them these books for home reading. A sharing session on the books read by students will be organized in consultation with the BCom-AFI Coordinator.
- A session on “Vachan Katta” for non teaching staff was conducted on 1st March 2024. The books “Bhimayana” and “ Athavaneeteel paulvata” were discussed.

Criterion V: Student Support and Progression

Facilitators: Dr Shubhangi Kulkarni and Dr. Jyotsana Lal

Members: Dr. Seema S, Dr. Rekha, Ms. Deepali, Mr. Sachin, Ms. Kinnari, Ms. Vedashree Bhagwat

SR. NO.	PROPOSED PLANS	ACTIONS PROPOSED	TIMELINE
1.	Skill enhancement workshop	1. Terracotta jewellery workshop 2. Dips & Starters workshop	Completed Jan-Feb 2024

2.	Soft Skills training by Technoserve & Life skill by Hope Foundation	<ol style="list-style-type: none"> 1. Orientation of TY Bcom & Self Finance students 2. Training 	Completed Jan 2024, HOPE Foundation distributed certificates to 209 students in March 2024
3.	Pre- Placement Talk & Placement training	<ol style="list-style-type: none"> 1. Earn while Learn by SBI Life 2. Orientation by Plant Power for TY BAMB 	Jan, 2024 Feb, 2024
4.	Placement Drive	Interview & Selection	Technoserve in collaboration with placement cell conducted on 5th April (Final list of selection awaited) next on 19th April
5.	Freeship & Scholarship	Orientation, meeting Govt. Scholarship awareness sessions, Form filling process workshops	Through the year, last month, Post Office Account Opening drive was conducted and around 80 students opened their account.
6.	Life Skill & Language-communication skill activities	Workshops, talk, seminars, week programme related to conflict resolution, goal setting, study skill, love and relationship and suicide prevention	Counselling cell conducts activities throughout the year. Under Unnati, 1st & 2nd year students of Retail Management are attending a 30 hour course on Business Communication and English Speaking.

Criterion VI: Governance and Leadership

Facilitators: Dr Avaneesh Bhatt and Madhavi Sathe

Members: Mr Shahjahan Khan and Dr Prashant Deshpande

SR. NO.	PROPOSED PLANS	ACTIONS PROPOSED	TIMELINE
1	Revision of College Vision	<ul style="list-style-type: none"> • Two workshops were held in the year 	Task is complete.

	and Mission	<ul style="list-style-type: none"> • Each criterion team discussed and submitted a draft of the vision mission. Further discussion with the expert. • The finalised draft was placed before management for feedback and approval. After much deliberations, the drafts of the revised vision mission statements were approved in the Governing Council meeting of 13th March 2024 	
2	Administrative Audit	Internal Administrative Audit was conducted in Feb-March 2024 for the year 2022-2023.	Administrative Audit for the year 2022-2023 is completed.
3.	Administrative and Academic modifications for efficient NEP implementation	<ol style="list-style-type: none"> 1) Revising Board of Studies and organograms (Partial changes in the course approval for BMS and BAMB is complete.)-one meeting held. 2) Revising timetable to suit NEP recommendations- TT committee formed and worked on TT for odd and even semesters. Work for TT for the new AY has begun. 	June 2024
4.	Better utilisation of ACADEMiN software	Issuing bonafide certificates through ACADEMiN Training of a staff for the task	Completed in February 2024. * Mr Akbar, Jr Clerk, was trained to print bonafide certificates. Now the certificates are printed through the software with the students' photographs.
5.	Workshop for non-teaching staff members	Proposed workshop on Yoga and Administrative changes for the NEP implementation	One in each semester. The task needs to be implemented
6.	Collection of	Dr Prashant Deshpande has been	On going

	certificates for completed courses and FDPS from teachers	assigned the task	
7.	Better data collection of college activities	Ms Pinky Makwana has been trained in using Evernote software to prepare a repository of posters, pictures, notices and so on	On going (Collected 599 items till date.)

Criterion VII: Institutional Values and Best Practices

Facilitator: Dr. Shobha Dedhia

Members: Dr. Hina Shah, Ms. Shanti Sheshadri,, Dr. Hiralal Bhosale, Ms. Sonal Mane and Ms. Nidhi Savai

SR. NO.	PROPOSED PLANS	ACTIONS PROPOSED	TIMELINE
1	Getting Environment/ Energy/Green audit done.	Finalising and selecting the auditors from the quotations obtained.	Awaiting permission from the Management.
2	Efforts to save environment and Energy	To install sensor based energy conservation system, four different locations are identified	Awaiting permission from the Management.
3	Green Campus Initiative	1- Campus Beautification 2- Landscaping at two locations	Awaiting permission from the Management.

Dr Patki said that SMES, the college management body, will be assigning the task of conducting green audits and energy audits to one firm for all its colleges. The colleges, however, will receive a separate report and invoice for the job.

Dr Huzaifa said that college can increase the utilisation of solar energy if space permits. To this remark, Dr Patki responded that the best utilisation is already being done and we shall check if it could still be improved.

Agenda No. 4: Any other matter with the permission of the chair

Dr Meera Desai appreciated the work carried out by the IQAC. Dr. Dilip Trivedi too complimented the Principal and members for their efforts.

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

Dr. Avaneesh Bhatt
IQAC Coordinator

Dr. Archana Patki
Principal