

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: Wednesday, November 1, 2023**

**Time: 3.00 PM**

**Platform: Online (Zoom Meeting)**

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

Dr. Archana Patki, Chairperson  
Dr. Dilip Trivedi – President SMES  
Dr. Bharat Pathak, Hon. Secretary, SMES  
Dr. Avaneesh Bhatt, Coordinator

**QAC Experts:**

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. Vaishnavi Kamat  
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  
Prof Meera Desai, External Expert

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

**Agenda No. 1: Confirmation of minutes of meeting held on September 30, 2023, and Matters arising out of the minutes**

Minutes of the meeting held on September 30, 2023, were confirmed unanimously, with minor corrections, by the members without ensuing discussion on any matter.

**Agenda No. 2: Action Taken Report**

- Following SMES President Dr Dilip Trivedi's suggestion in the last meeting, we revised the vision and mission statements, focusing on our service to students belonging to disadvantaged classes and even to students who are academically weak but aspire to study.
- The revised vision and mission statements were tabled in the governing council meeting on 11th October 2023. The statements will be approved in due course.

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

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

**Criterion I: Curricular Aspects**

Facilitator: Vaishnavi Kamat

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

<b>SR. NO.</b>	<b>PROPOSED PLANS</b>	<b>ACTIONS PROPOSED</b>	<b>TIMELINE</b>
1	NEP implementation	Course list for Semester 2, 3 & 4 Approval from BOS, AC Prepare time table Student- subject allocation	December 2023

**Criterion II: Teaching, Learning and Evaluation**

Facilitators: Ms. Hemlata Kumar

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

<b>SR. NO.</b>	<b>PROPOSED PLANS</b>	<b>ACTIONS PROPOSED</b>	<b>TIMELINE</b>
1	Implementing assessment using rubrics	Interaction with departments for using Rubrics as an assessment tool	October / November 2023
2	Learning Level Test	Analysis of Learning Level test	December 2023

3	To Amend Examination Cell Composition	Amendment of examination & unfair means prevention committee composition	December 2023
4	Workshop on CO, PO mapping	Identifying resource person to conduct workshop on mapping for teaching staff	January 2024
5	IT integration in examination	Extensive use of Aadmin software for examination processes	Throughout the year

#### Activities Completed:

- Rubrics have been mailed to all department HoDs on their respective Ids.
- Examination cell and unfair means prevention committee composition has been amended
- Revamping of examination answer sheets, supervisor reports & question papers.

#### 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	ACTIONS PROPOSED	TIMELINE
1	Platforms to encourage creative and scientific thinking among students.  To strengthen these capacities among faculty	PostScript  Beacon  Funding as per research policy document which is being upscaled since it was prepared in 2015.	Quiz on Chandrayan mission. One issue of Waffle of Toffs <b>October 2023</b> <a href="https://mmpshahcollege.in/images/pdf/BeaconOctober2023.pdf">https://mmpshahcollege.in/images/pdf/BeaconOctober2023.pdf</a>  December 2023
2	To encourage research among faculty members	-Career Development Action plans  -Minor/Major research projects through management funding	Ongoing  5 minor research proposals - Dept. of Psychology, Sociology, Hindi and Commerce
3	Raise awareness about Intellectual Property Rights	A special committee to support faculty and students	IPR - Legal & Ethical Matters Dr Bhavana

			Premchand Dr Hiralal Bhosale Mrs Shagufta Memon Adv Madhavi Raavuri
4	Revive the Research Cell	Committees as per UGC requirement	Taken management approval for the five vertices of the cell
5	Innovation & Incubation cell	Encourage and guide students for entrepreneurial ventures. Two faculty members attended univ training.	Ongoing  September 2023
6	Extension and outreach activities	Vanicha Pada tribal belt activities college and neighbouring areas	Ongoing
7	Consultancy	Improve visibility of faculty expertise. Approval and Implementation of the policy	Ongoing  October 2023

**Criterion IV: Infrastructure and Learning Resources**

Facilitators: Ms Ashwini Prabhu and Ms Soumya Nichani

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	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	1. Continuation of the series of workshops 2. Interaction with departments	Jan 2024
3	Floor plans	Finalisation of Floor Plans	Dec 2023

### Activities completed since last IQAC meeting

- Library orientations have been completed for all classes and barcoded library cards have been distributed to facilitate tracking of library usage and footfalls
- Book displays on various themes have been continued
- In collaboration with the Marathi department, a session for students on “Stree vachate tevha” by Ms. Rajashri Bohra was organized on 16th October 2023 on occasion of “Vachan Prerana Diwas”
- On occasion of “Vachan Prerana Diwas” the Vachan katta - a book reading club for the non-teaching staff was revived with encouragement and support of Dr. Archana Patki.
- The floor plans have been forwarded to the management members for further action like display at prominent places.

### Criterion V: Student Progression

Facilitators: Dr Shubhangi Kulkarni and Dr. Jyotsana Lal

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

SR. NO.	PROPOSED PLANS	ACTIONS PROPOSED	TIMELINE
1	Orientation & Coaching for UPSC & MPSC	Workshop by Chanakya Mandal Parivar, Pune	October 2023
2	Skill enhancing workshop	1. Terracotta jewellery workshop 2. Dips & Starter workshop	Jan-Feb 2024
3	Soft Skills training by Technoserve	1. Orientation of TY Bcom & Self Finance students 2. Training 3. Campus Interview	Through the year
4	Pre- Placement Talk & Placement training	1. Earn while Learn by SBI Life 2. Orientation by Plant Power 3. Kotak Bank- CSR-training to TY students	Ongoing Feb-March 2024 Jan-March 2024

### 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
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1	Activities under the Students Induction Programme	For the first year students (UG and PG) across all disciplines, activities such as orientation programme, interclass competitions, intra-city visits, campus tours, guest lectures etc	Through the year
2	Collection of data/certificates from teachers related to FDP and other courses	Ongoing	Through the year
3	Data collection on Evernote	A dedicated staff member is engaged in it. In the last three months about 350 items have been saved in it.	Through the year
8.	Administrative and Academic modifications for efficient NEP implementation	<ul style="list-style-type: none"> <li>a. Revising Board of Studies and organograms</li> <li>b. Revising timetable to suit NEP recommendations</li> </ul>	<p>By 31 December 2023</p> <p>September 2023- task is nearing completion</p>

- A committee was appointed to draft a proposal under the PM-USHA scheme (Pradhan Mantri Uchatar Shiksha Abhiyaan).
- The proposal has undergone the first stage of scrutiny and has been uploaded on the PM-USHA portal on 30-10-23

### 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.	December 2023.
2	Sensitising students and employees of the Institution to constitutional obligations: Values, rights, duties and responsibilities of citizens.	Organising lecture series inviting eminent speakers.	January - February 2024.

3	To install sensor based energy conservation system	Four different locations are identified	January 2024
4	Green Campus Initiative	1- Campus Beautification 2- Landscaping at two locations	January - February 2024

**Report of Activities was presented by Dr.Archana Patki, Principal**

### **Yuva Mahotsav Final Round held on 5th and 6th October, 2023 Winners List**

- Music: Indian Group - 2nd prize
- Dance: Folk Dance - 2nd prize and Western Group - 3rd prize
- Theatre: Skit - 2nd prize and One Act - 2nd prize
- Fine Arts: Collage - 2nd prize, On the Spot Painting - 3rd prize, Clay Modelling - 3rd prize and Cartooning - 3rd prize
- Literary Events: Gujarati Essay - 1st prize, Gujarati Poetry - 1st prize, Marathi Elocution - 2nd prize, Debate Hindi - 2nd prize and Hindi Essay - 3rd prize

### **Sports Activities:**

- Students awarded in Sr. Intercollegiate Kabaddi, Kho - Kho, Volleyball, Tug of War, Wrestling and Road Race tournament held in Shahid Virpatni Laxmi Mahavidyalaya, Titave, Kolhapur
  1. 10km Road Race - Pratiksha Raj - 1st Place
  2. Wrestling - Ruchita Patil - 1st Place  
Pooja Yadav - 2nd Place
- Won the following prizes in the Senior Intercollegiate Basketball, Badminton, Chess, Yoga and Athletics meet held in SNTD Churchgate Campus.
  - In Athletics
    - Ms. Pratiksha Raj secured the following prizes -
    - 1. 3000 mtr run - 2nd place
    - 2 1500 mtr run - 2nd place
    - 3. 400 mtr run - 3rd place
  - In High jump Ms. Aditi secured - 4 th place
  - In 4× 400 mtr relay- 4th place.
  - Badminton Ms. Simran Shukla secured individual 1st place
  - Basketball w- 4th place .
  - Yoga - 4th place
- **Mental Health Week** was celebrated from 5th to 10th October with different activities Dream Box, Appreciation Petals, Take What you Need, Workshop on Mental Health: Universal Human Rights, Movie Screening and Discussion and Mental Health Rally was presented
- Nav Durga: Nav Vichar - Initiative of Dept. Marathi

### **NSS Activities:**

- Tree plantation drive at adopted Area Vanicha Pada (Goregaon). Kalash Yatra with posters and slogans for spreading the awareness about the importance of soil and a respect towards the nation. Total 35 NSS volunteers and 25 NCC cadet attended this program along with 3 NSS PO, Project manager and Lt.

- Suvarna Joshi on 21st October 2023
- Cleanliness Drive - On the occasion of Gandhi Jayanti: Under Swachhta Abhiyan initiative many activities like Campus cleaning, Beach cleaning, station cleaning, R A Kidwai road cleaning was organised on 26th September, 2023 & 1st October, 2023.

### **NCC Activities:**

Rappelling and River Crossing activity was organised by NCC Unit of 5 MAH GIRLS BN, M. M. P. SHAH College, COY 3 on 22nd October 2023.

- Session by CA Nampurwala, External IQAC Expert on 18/10/2023
- Session on PCOS Awareness by Ovacare on 19/10/2023
- Field Visit to Yusuf Meherally Centre, Panvel on 3/10/2023
- On Going Extension work at Vanicha Pada, Goregaon on 22/10/2023
- Kala Mahotsav organised by Young Inspirators Network and Sakal in association with Smt. Maniben M. P. Shah Women's College of Arts and Commerce on 25th to 27th October, 2024

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

Avaneesh Bhatt appreciated the contribution made by Ms Vaishnavi Verma, Facilitator, Criterion I, who was going to resign from her post of Assistant Professor, Psychology. Consequently, Ms Soumya Nichani, Co-Facilitator Criterion IV was requested to take care of Criterion I.

Dr Punjabi inquired about the format of the Academic Audit, and if we follow a format prepared by the university. Dr Patki replied that the format was prepared by the IQAC and it is regularly updated.

Dr Patki announced that Prof Meera K Desai had been included in the college IQAC with effect from 28 August 2023, following the requirement of having one expert of Professor grade as a member.

Dr. Avaneesh Bhatt  
IQAC Coordinator

Dr. Archana Patki  
Principal