

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

Minutes of the IQAC Meeting

Day and Date: Wednesday, March 29, 2023

Time: 3.00 PM

Venue: AV Room

The following members were present for the meeting:

Dr. Archana Patki, Chairperson
Dr. Shilpa Charankar, Executive Secretary, SMES
Dr. Avaneesh Bhatt, Coordinator

QAC Experts:

Dr. Navin Punjabi
Dr. Avinash Deolekar
CA. Huzaifa Nampurwala

Members:

Ms. Madhavi Sathe
Ms. Ashwini Prabhu
Dr. Jyotsana Lal
Dr. Shubhangi Kulkarni
Ms. Soumya Nichani
Ms. Hemlata Kumar

Leave of Absence was granted to:

Dr. Dilip Trivedi – President SMES
Dr. Bharat Pathak, Hon. Secretary, SMES
Dr. Shobha Dedhia
Ms. Vaishnavi Kamat
Prof. Mala Pandurang- Principal, Dr. BMN College of Home Science
Ms. Rakhi Gadhawe - I/C Principal, Smt. K.G. Shah Law School
Mr. Ravindra Warik - Junior Clerk
Mr. Ravi More - Junior Clerk
Ms. Namrata Vinod Suyani, Alumni
Ms. Madhavi Pawar TYBA Marathi, Student Representative

Dr. Archana Patki, Chairperson welcomed all the members for the meeting.

Agenda No. 1: Confirmation of minutes of meeting held on August 24, 2022, and Matters arising out of the minutes

Minutes of the meeting held on August 24, 2022, were confirmed unanimously by the members without any ensuing discussion on any matter.

Agenda No. 2: Introduction and Welcome of the Members

The chairperson of IQAC, Dr Archana Patki, introduced and welcomed the new IQAC Coordinator Dr. Avaneesh Bhatt. She appreciated Dr. Avinash Deolekar, Dr. Navin Punjabi and CA Huzaifa Nampurwala for their continued support and contribution to the IQAC activities.

Agenda No. 3: Criteria Wise Progress of the planned activities

The Criterion facilitators presented the report of the activities conducted since the last IQAC meeting and through the year.

Criterion I:

Sr No.	Proposed Plan	Actions Proposed	Timeline
1	Expert Session on NEP Mapping POs COs	<ul style="list-style-type: none"> Session on Mapping POs COs by Dr Moushumi Datta, Principal, Nagindas Khandwala College Session on Implementation of NEP – Dr Smriti Bhosale Dr Piyush Pahade 	12th September 2022 ✓ November 2022 ✓ December 2022
2	Feedback form for Industry	<ul style="list-style-type: none"> Design a feedback form to be shared with departments for collecting feedback from industry experts regarding student skills and curriculum. Departments may further customise to the needs of their program 	November 2022 ✓
3	Feedback form for other stakeholders	<ul style="list-style-type: none"> Design student and parent feedback forms for curriculum Departments may further customise to the needs of their program 	Done ✓ September 2022 ✓
4	Documentation of Curricular changes	<ul style="list-style-type: none"> Scan the minutes of BOS, AC and GB meetings Compile yearwise syllabi restructuring 	Ongoing
5	Implementation of NEP	<ul style="list-style-type: none"> Create NEP Implementation committee Orient faculty members Work faculty wise to create the framework Implementing NEP framework from July 2023 	Done ✓ Ongoing Ongoing Ongoing

Criterion II:

Sr No.	Proposed Plan	Actions Proposed	Timeline
1	Structured Mentoring Format	<ul style="list-style-type: none"> Formal structure is ready Mentors have been allotted mentees 	10th July, 2022 ✓
2	Learning Level Test	AAC in association with departments will administer the test to identify advance and slow learners	Ongoing

3	Format for Bridge & Remedial course	Structured format for bridge and remedial course is designed by AAC and is shared with the departments	August, 2022 ✓
4	Session on “Reforms in Assessment under Autonomy”	Dr. Vinita Pimpale - IQAC Coordinator, R.A. Podar College of Commerce & Economics (Autonomous)	January, 2022 ✓
5	Session on “Effective Assessment through Rubrics”	Dr. Vinita Pimpale - IQAC Coordinator, R.A. Podar College of Commerce & Economics (Autonomous)	December, 2022 ✓
6	National Level Seminar - Experiential Learning in context with NEP 2020	Criterion II in collaboration with the Department of Commerce	Ongoing
7	Session on NEP 2020	Dr. Smriti Bhosale	March, 2023 ✓

Criterion III:

Research			
Sr No.	Proposed Plan	Actions Proposed	Timeline
1	Srujan	<ul style="list-style-type: none"> Continuing to encourage creative & scientific endeavours of the student ✓ <p>7-Academic and 7- Non-Academic Articles https://mmpshahcollege.in/srujan.php <i>Beacon and Meteor</i></p>	Ongoing
2	Literary Magazine	<ul style="list-style-type: none"> Publishing a quarterly magazine by the language departments- Marathi Department 	Revised Date: April 2023
3	Teachers' Career Development Action Plan	<ul style="list-style-type: none"> Encouraging the teachers to create a career development action plan and pursue the next step in their career ✓ 	Ongoing since last year
4	Research Activities	<p>Encouraging Presentations and Publications:</p> <ul style="list-style-type: none"> <i>Compendium</i>: Publish selected PG research papers ✓ <i>Concept</i>: Peer-Reviewed Journal with ISSN 11 papers, 2 books published; 6 paper presentations ✓ 	December 31, 2022 October 2022 (Revised Date: May 2022) https://mmpshahcollege.in/images/pdf/In-Quest-vol3-dec22.pdf
		<p>Research projects:</p> <ul style="list-style-type: none"> Support for more minor researches ✓ Making resources available to bring up quality of research (Research Centre) ✓ Resources mobilization from academic bodies, research funding organizations (Minor and major researches applied to ICSSR) ✓ 1 Major and 2 Minor 	Throughout the year
		<p>Patents:</p> <ul style="list-style-type: none"> Arrange Lecture series 	September 2022 onwards

		<ul style="list-style-type: none"> Setting up of PhD Cell ✓ 	Inauguration: October 2022
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Extension & Outreach Activities/ Consultancy			
Sr No.	Proposed Plan	Actions Proposed	Timeline
1	Economics Department: “Need-based survey at Vanicha Pada, Aarey Colony”	<ul style="list-style-type: none"> Analyzing obtained data ✓ Creating financial awareness in tribal area (Aarey Colony) 	Done April 2023
2	Awareness activities by Department of Home Economics during Breastfeeding Week	<ul style="list-style-type: none"> Awareness Slogan on Breastfeeding Demonstration on Complementary Feeding ✓ Presentation on importance of Nutrition for baby and mother ✓ 	August 06, 2022
3	Personality Development Course by Department of Management Studies	<ul style="list-style-type: none"> Facilitating a Personality Development course for Shradhanand Mahila Ashram students 	December 2022
5	Rural & Urban Outreach Programme by Department of Psychology	<ul style="list-style-type: none"> Workshops and aptitude testing will be carried out by teachers & PG students ✓ 	January 2023- February 2023
6	Efforts to get consultancy	<ul style="list-style-type: none"> Draft of consultancy policy prepared. Adding our teachers details on the website to attract consultancy 	Ongoing

Criterion IV:

Sr No.	Proposed Plan	Actions Proposed	Timeline
1	Continuing with activities for enhancing the use of library	Independent as well as collaborative activities with the departments	Through the year (2 activities per semester)
2	Creating awareness about about use of online learning resources	Sessions on use of INFLIBNET N-List, National Digital Library of India, Open Access Resources, etc <ul style="list-style-type: none"> Session for PG Psychology students 	One workshop per semester 30th April 2023
3	Motivating the teachers to create E-Content	Workshops for the Teaching Staff on E-Content Creation/ Lecture Capturing <ul style="list-style-type: none"> Session on Audio Video editing techniques in collaboration with BMM Dept 	One workshop per semester April 2023

4	Streamlining Various Policies and SOPs	To revise policies for optimum utilization of infrastructural facilities such as Smart Classrooms, computer Labs, AV Room etc	Ongoing
5	Updation of floor plans	To revise and update the floor wise plans in line with the infrastructural developments	Ongoing

Criterion V:

Sr No.	Proposed Plan	Actions Proposed	Timeline
1	Soft Skill activities	<ul style="list-style-type: none"> Organise a series of lectures on topics like Resume Writing, Answering interviews, email etiquette, motivation, Goal Setting, Time Management. Collaborating with Technoserve for Soft Skills Organising workshops to enhance Entrepreneurial Skills of students Encouraging students to put up stalls under Creations Organising a workshop on ‘ Making a Business Proposal’ 	<p>August 22 to March 2023 ✓</p> <p>August 22 to Dec 22 ✓</p> <p>June to Oct 23 ✓</p> <p>Jan 23 to Feb 23 ✓</p> <p>June 23- July 23</p>
2	Language and Communication Skills Program	<ul style="list-style-type: none"> AAC will identify students who are weak in English language through learning level test. Batches will be started in Language Lab, Course is ready for the same. 	Next semester
3	Strengthening TCCE: Competitive Exam guidance for career opportunities in Government jobs and private jobs	<ul style="list-style-type: none"> TCCE will organise lecture series on various competitive exams UGC NET Paper I (2021)question paper solving series will be conducted by the PG department of Commerce in association with Ascendance Academy. 	<p>Next semester</p> <p>Done ✓</p>
4	Alumni Association registration	Meeting with concerned authority was held. MOU has been sent to management for finalization and approval.	October 2022 ✓

5	Parent and Student Orientation	Orientation of First Year students was organised by PTA: BMS- 2nd August BA Marathi- 6th August Dept. of Sociology- 6th August BA Hindi-6th August BA Psychology-20th August BCom- 8th August BAFI- 20th August BAMM- 25th July BA Economics: 5th August MCom- 2nd August	August 2022 ✓
6	Get Together with Alumni	<ul style="list-style-type: none"> • A session on Skill development will be organised for Alumni • Entrepreneur Alumni will be invited to conduct workshops for imparting skills. 	January 2023 ✓ December 2022 to February 2023 ✓
7	Life skills activities on Physical fitness, Health and Hygiene	<ul style="list-style-type: none"> • Home Economics department conducted 'Breastfeeding Week'. • Home Economics department in collaboration with Nutrition society of India (NSI, Mumbai Chapter) & Dr. BMN College of Home Science organised a seminar on "Yoga- A key to wellness of the body and mind" to mark International Yoga Day. • Mrs. Madhavi Sathe conducted a lecture on the importance of Nutrition for MCom students. • Dr. Sarita Kasaralkar conducted a workshop on pre marital counselling for Mcom students. • Lecture series on Physical fitness & Health will be organised for various departments. 	6th to 13th August 2022 ✓ 22 June 2022 ✓ 13th August 2022 ✓ 10th August 2022 ✓ Coming semester

Criterion VI:

1	Conducting students induction programmes through the year	Collaborate with AAC, Students Council and Mentoring Groups (visits, fun competitions, film shows, orientation programmes) Completed: *Orientation Programmes for all first year classes *Visit to Kala Ghoda Art festival for FYBA on 6-2-23	Through the year.
2	Workshops for the Non-Teaching Staff	Contact Vivekanand Kendra for workshops on Yoga and Work Efficiency. *The first workshop 'Yoga for Health and Efficiency' was held on 16 September 2022 *The second workshop in April, 2023 (Team Building and Cooperation)	September 2022, April 2023

3	Streamlining Various Policies	<p>To revise and write policies for various processes (admissions, examinations and so on)</p> <p>*Finalised: Admissions Policy, Examinations Policy, Website Policy, Freeship-Scholarship Policy, Research Policy</p> <p>*Yet to be finalised: Students Council, Mentoring, Academic Activities</p>	Through the year
4	Revising Vision Mission Statements of the college	<p>*Two preparatory workshops have been conducted by communication consultant Ms Suman Pai; several drafts of the statements are prepared with contribution from all faculty members. Since the NEP will be implemented from the year 2023-24, the vision, mission will need to be matched</p>	September
5	Faculty Development Programmes	<p>Arrange workshops for teachers and non teaching staff on NEP; Arranging workshops for mental/physical well being</p> <p>*Teachers attended various workshops/talks on NEP * Dr Smriti Bhosale oriented teachers on curriculum structure</p>	Through the year.
6.	Document Compilation	<p>* A central repository documentation was proposed. Evernote, a software, is regularly updated to maintain a record of documents.</p> <p>* Soft copies of certificates for various courses completed by faculty members is maintained from 2019-20.</p> <p>* A new format for data compilation is prepared and Ms. Pooja Makwana will be adding information about events as they take place</p>	Ongoing.
7	Wider adaptation of ACADEMiN software	<p>Enrolment list and attendance will be maintained through ACADEMiN</p> <p>This needs to be worked upon as the software requirements will change with the NEP</p> <p>One webinar will be held on March 31, 2023 to better implement ACADENiN for admissions</p>	September 2022.

Criterion VII:

1	Waste – management (a) liquid and dry waste separation (b) E- Waste management	<ul style="list-style-type: none">●Installed bins for dry waste on all floors and dry and wet bins near canteen which needs to be monitored.●MOU with Therco - E-waste recycling company on 26th April 2022. Will install E-waste bin and have collection drive.	Ongoing since June 2022. July 2023
2	Campus beautification and eco-friendly environment	<ul style="list-style-type: none">●MOU signed on 24th June 2022 with Maharshi Dayanand College parel and Dr A M Pradhan College to conduct activities related to Environment Awareness like Elocution Competition, Debate, Visit to Nature Park, Relly etc.●Had workshop on vertical gardening on 24th June 2022 and Students are motivated for indoor planting and kitchen gardening.●Team of students (Environment Protection Brigade) identified for various forthcoming beautification project.	Inter-collegiate Activities are scheduled in August 2023. Some more activities like Visit to Maharashtra Nature Park, Seed Collection Drive, Growing Microgreens in the Food Lab, Plantation on terrace and near the gate of the college etc. completed in the current academic year. Focused approach of Campus Beautification will be carried out by September – October 2023.
3	Divyangjan friendly environment	<ul style="list-style-type: none">●Created Divyangjan window●Identified special requirement related to washroom in the D-wing	<ul style="list-style-type: none">●Operational since June 2022.●Will be operational from July 2023.
4	Revamping Students' Common Room	Indoor games,musical instruments and dance and Music coaching related matters are at the final stage.	Students' Common Room will be functional from July 2023.
5	Energy Conservation	<ul style="list-style-type: none">●Observe 'No Lift Day'●Identified area of Library for installing sensor-based energy utilization system	<ul style="list-style-type: none">●Will observe 'No Lift Day' once in a month from Academic Year 2023-24.●Sensor based energy system in the library (Research Centre), will be operational from November 2023.

6	Human values and best practices	Have identified the area / topics for related workshops / lectures to be arranged. Also different departments are organising related activities on an ongoing basis.	Lecture series will begin from July 2023 for the topics not covered by departments to avoid repetition of activity.
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Agenda No. 4: Any other matter with the permission of the chair

Through the interaction with the criteria facilitators, the QAC members made the following recommendations:

- Dr Punjabi said that over and above Dr Ravindra Kulkarni's report on NEP and course curriculum framework, we should also refer to the report prepared by Dr Ujjwala Chakradeo, Vice Chancellor, SNDTWU. He shared the same with Dr. Archana patki to be shared with all.
- Dr Deolekar advised that the mentorship programme should be carefully monitored so that it becomes a genuine activity with a complete engagement of mentors and mentees.
- Dr Charankar suggested that criteria members ought to keep the timeline in mind for every task; she added that the presentation slide should have the column 'Action Taken' right after 'Action Proposed' to track the progress.
- Dr Charankar said that the Sociology Department can offer consultancy to old-age homes and NGOs working on different social issues.
- Mrs Madhavi Sathe reported that the Department of Food and Nutrition provided consultancy to NGO Salaam Bombay, and prepared a list of recipes for a nutritious breakfast.
- Dr Punjabi recommended participation in the activities of the Salvation Army for personality development.
- Dr Deolekar advised that we should refer to policies of other colleges while drafting ours; he added that we can add a variety of 'Best Practices' as implemented by other colleges.
- Dr Punjabi recommended a personal meeting with a representative of ACADMiN software to learn how the software could be optimally utilised by staff and teachers.
- Dr Charankar and Dr Deolekar said that students' 'progression' should be described in detail with more statistics.
- For better documentation, Dr Punjabi said that every flyer/poster could mention the criterion in which the publicised activity would fit in.
- Dr Archana Patki said that file processing for Career Advancement Scheme (CAS) for faculty members should be mentioned as activities of Criterion VI in their report. It is a time and energy demanding task, so that the criterion members get credit for their efforts.
- CA Nampurwala said that students should be prepared for facing the challenges of the real world when they get out of a graduation programme. They should also be given hands-on training in software like Tally, Excel and else commonly used in industry.

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

Dr. Avaneesh Bhatt
Coordinator

Dr. Archana Patki
I/C Principal