

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: Tuesday, May 30, 2023

Time: 11.30 AM

Platform: Google Meet

The following members were present for the meeting:

Dr. Archana Patki, Chairperson
Dr. Bharat Pathak, Hon. Secretary, SMES
Dr. Avaneesh Bhatt, Coordinator

QAC Experts:

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
Ms. Madhavi Pawar TYBA Marathi, Student Representative

Leave of Absence was granted to:

Dr. Dilip Trivedi – President SMES
Dr. Avinash Deolekar - QAC Expert
Dr. Navin Punjabi - QAC Expert
Ms. Madhavi Sathe - Member
Ms. Vaishnavi Kamat - Member
Mr. Ravindra Warik - Junior Clerk
Mr. Ravi More - Junior Clerk
Ms. Namrata Vinod Suyani, Alumni

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

Agenda No. 1: Confirmation of minutes of meeting held on April 29, 2023, and Matters arising out of the minutes

Minutes of the meeting held on April 29, 2023, were confirmed unanimously by the members without ensuing discussion on any matter.

Agenda No. 2: Criteria-Wise Summary of Activities of the Year

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

Criterion I:

Facilitator: Vaishnavi Kamat

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

Tasks Accomplished	Details
Expert Session on NEP Mapping POs COs	Session on Mapping POs COs by Dr Moushumi Datta, Principal, Nagindas Khandwala College on 12th September 2022
Feedback forms for stakeholders for curriculum	Forms designed and approved Feedback Collected from Stakeholders Feedback analysed
Implementation of NEP	<ul style="list-style-type: none">● NEP implementation committee● Faculty-wise orientation conducted● Created buckets of courses under each category● NEP structure presented and approved in AC● Tentative framework prepared for Humanities, Commerce, Management and Media Studies

Criterion II:

Facilitators: Dr. Avaneesh Bhatt and Ms. Hemlata Kumar

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

Tasks Accomplished	Details
Mentoring Format	<ul style="list-style-type: none">● Mentors were allotted mentees● The structured format was shared with the mentors
Format for Bridge and Remedial Courses	<ul style="list-style-type: none">● The format was shared with all the departments● Departments have been asked to share report of the course
Session on “Effective Assessment through Rubrics”	<ul style="list-style-type: none">● Session by Dr Vinita Pimpale was organised for the teaching staff

	<ul style="list-style-type: none"> ● Criterion members are in the process of designing rubrics
Session on “Reforms in Assessment under Autonomy”	<ul style="list-style-type: none"> ● Session was organised for the Examination Committee ● The committee is in the process of designing policy for special cases

Criterion III:

Facilitators: Dr Archana Patki and Renuka Prajapati

Members: Dr Hiralal Bhosale, Dr Shital Mandhare, Mayola Rodrigues, Shweta Jagad, Dr Vrushali Choughule

Tasks Accomplished	Details
Platforms to encourage creative and scientific thinking	<ul style="list-style-type: none"> ● Srujan https://mmpshahcollege.in/srujan.php Non- academic & Academic ● <i>Concept</i> peer reviewed Journal with ISSN number ● PostScript - English Dept.
Departmental Publications	<ul style="list-style-type: none"> ● Psychology Dept ● https://mmpshahcollege.in/images/pdf/BeaconApril2023.pdf ● BMS Dept - Meteor
Literary Magazines	<ul style="list-style-type: none"> ● Hindi Dept- Publication- Surabhi ● Marathi Department - Paalavi
Teachers’ Career Development Action Plan	<ul style="list-style-type: none"> ● CDAP submissions to HOD/Coordinators to encouraging teachers to create a career development action plan and pursue the next step in their career ✓
Research Activities	<p>Encouraging Presentations and Publications National & International level paper presentations Publications</p> <p>Research projects:</p> <ul style="list-style-type: none"> ● Support for minor researches - 3 approved by experts, 1 received funding. Others in the pipeline ● Research development Cell - UGC guidelines Research Centre ✓ ● Resources mobilisation from academic bodies, research funding organisations (Minor and major researches applied to ICSSR) ✓ 1 Major and 2 Minor

	<p>Patents</p> <ul style="list-style-type: none"> ● Arrange Lecture series ✓ Dr. Daksha Dave - Lecture on Patent Registration
<p>“Need-based survey at Vanicha Pada, Aarey Colony” Extension work accordingly</p>	<ul style="list-style-type: none"> ● Analyzing obtained data- Economics Dept ✓ ● Hindi Dept & NCC ✓ ● Psychology Dept ● Creating financial awareness in tribal area
<p>Efforts to get consultancy</p>	<ul style="list-style-type: none"> ● Draft of consultancy policy prepared. Adding our teachers details on the website to attract consultancy

Criterion IV:

Facilitators: Ashwini Prabhu and Soumya Nichani

Members: Kiran Jadhav, Nidhi Savai, Shahid Ansari

Tasks Accomplished	Details
<p>Activities for enhancing the use of library resources</p>	<p>Book Displays</p> <ul style="list-style-type: none"> ● 8-8-2022 “Azadi ka Amrit Mahotsav” ● 1-2-2023 “Marathi Bhasha Samvardhan Saptah” ● 9-2-2023 “Competitive Examination Resources” ● 27-2-2023 “Marathi Bhasha Gaurav Din” ● 8-3-2023 “International Women’s Day” - Books on eminent women personalities ● 25-3-2023 Books by Sudha Murty <p>Competitions</p> <ul style="list-style-type: none"> ● 20-2-2022 Poster competition in collaboration with the Accountancy Dept.
	<p>Other Activities</p> <ul style="list-style-type: none"> ● Complying with the JD directive regarding creating awareness about Energy Sources and Environment Friendly Lifestyle on account of the G20 Energy Transition Working Group Meeting from 15th to 17th May 2023, the library compiled a video clip. It was appreciated. ● Simultaneously an online quiz on “Energy sources and environmentally friendly lifestyle was organised for students and those securing

	<p>more than 60 marks in the quiz were awarded certificates. The quiz received more than 150 responses.</p> <ul style="list-style-type: none"> ● May-June 2023 Book Review competition is in progress for faculty members titled “Bookworm 23”, organised in collaboration with Postscript:A Literary Forum
	<p>Other Activities</p> <ul style="list-style-type: none"> ● 27-4-2023 Department of Commerce in collaboration with the library conducted book reading sessions for FY B.Com students on “Successful Entrepreneurs” and assignments were given on the topic. ● 12-4-2023 in collaboration with Marathi Dept. organised a Program Titled “Sada Bahar Vasantotsav” for FY BA Students. ● The library in collaboration with the Psychology Dept. organised an intercollegiate online quiz on account of “World Suicide Prevention Day” on 10th September 2022 for creating awareness about the issue. The quiz received over 340 responses. Certificates were awarded to the participants.
Creating Awareness about Online Resources	<ul style="list-style-type: none"> ● 8-8-2022 Session on Inlibnet N-LIST, Resources from SNTWU and other useful online resources for MA Psychology Students ● Personalised user ids and passwords facilitated for PG students
Motivating teachers to create E-Content	<ul style="list-style-type: none"> ● Workshop on E-Content Development covering NAAC Guidelines, Effective Presentations and Technical Aspects conducted for staff on 28th April 2023
Streamlining Various Policies and SOPs	<ul style="list-style-type: none"> ● On going

Updation of floor plans	<ul style="list-style-type: none"> • On going
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Criterion V:

Facilitators: Dr Shubhangi Kulkarni and Dr. Jyotsana Lal

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

Tasks Accomplished	Details
Freeship & Scholarships to students	<ul style="list-style-type: none"> • Details of Students benefited
Activities conducted	<ul style="list-style-type: none"> • Placement Cell Activities • Language & Communication Skills and Life Skills activities
Achievements	<ul style="list-style-type: none"> • Placement Achievements • Awards in Sports & Cultural events

Criterion VI:

Facilitators: Dr Avaneesh Bhatt and Madhavi Sathe

Members: Mr Shahjahan Khan and Dr Prashant Deshpande

Tasks accomplished	Details
Template for recording minutes of meetings	Circulated for use by departments and committees
Collection of documents related to FDPs attended by teachers and non-teaching staff members	Documents collected from 2019. 2022-23 are being collected
Repository for college or departmental events/news created and utilised- notices, photographs, prize winners, brochures, posters added to the repository	On-going
Wider adaptation of ACADEMiN software	Admin staff attended a webinar on ACADEMiN for admissions, March 31, 2023 Meeting with ACADEMiN software representatives for use of other modules such as student's attendance
Conducting students induction programmes through the year	General Orientation Programmes for all first year classes Library orientation for all fresher students. Visit to Kala Ghoda Art festival for FYBA on 6-2-23

Revision of College vision, mission statements	Statements prepared and submitted for management approval. Two workshops conducted by Ms. Suman Pai, Communication Expert
Faculty Development Programmes	Teachers: Cycle of Health: “The Chakras of Energy and Right Diet” by renowned endocrinologist and diabetologist Dr. Nitin Patankar for all senior college faculty members on 13 Sept 2022 Conducted by C2 on “NEP Curriculum Structure” by Dr Smriti Bhosale Non-teaching: Yoga for Health and Efficiency’ was held on 16 September 2022 ‘Team Building and Cooperation’ on 27 April, 2023. Both in association with Vivekanand Kendra, Dadar
Other	Internal Academic and Administrative Audit conducted for year 2021-22 CAS promotion -Professor-01; Grade 1 to 2-02; Grade 2 to 3-02 IQAC verification for 3 more promotions is completed

Criterion VII:

Facilitator: Dr. Shobha Dedhia

Members: Dr. Heena Shah, Ms. Shanti Sheshadri, Ms. Sonal Mane, Ms. Seema Gupta, Mr. Shubham

Tasks Accomplished	Details
Waste – management	Installed bins for dry waste on all floors of the college and dry and wet bins near the canteen.
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, Rally etc. Organised workshop on vertical gardening on 24th June 2022 and Students were motivated for indoor planting and kitchen gardening. Team of students (Environment Protection Brigade) identified for various forthcoming beautification projects.

Energy Conservation	<ul style="list-style-type: none"> ● Observed ‘No Lift Day’ on 17th September 2022. ● Identified area of Library for installing sensor-based energy utilisation system. ● Organised webinar titled ‘Urja Ke Stroton Ka Sanvardhan’ on 19th May 2023, Resource Person: Ms. Sucheta Nulkar, Environmentalist.
Divyangjan friendly environment	<ul style="list-style-type: none"> ● Created Divyangjan window. ● Identified special requirements related to washrooms in the D-wing.
Commemorative Days	<ul style="list-style-type: none"> ● Identified suitable commemorative days and encouraged departments to celebrate the same to develop awareness among the students.

Agenda No. 3: Any other matter with the permission of the chair

QAC experts appreciated the good work completed by the institution. Dr. Avaneesh Bhatt thanked all the members for sparing their valuable time and for making suggestions. The meeting ended with a vote of thanks to the chair.

Dr. Avaneesh Bhatt
Coordinator

Dr. Archana Patki
IC Principal