

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, September 30, 2023

Time: 10.00 AM

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

Leave of Absence was granted to the following members:

Dr. Avinash Deolekar - QAC Expert
Mr. Ravindra Warik - Junior Clerk
Mr. Ravi More - Junior Clerk
Ms. Namrata Vinod Suyani, Alumni

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 May 30, 2023, and Matters arising out of the minutes

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

Agenda No. 2: Approval of the Revised Vision and Mission statements

Dr. Avaneesh Bhatt, IQAC Coordinator, presented the current and revised vision and mission statements for approval. He thanked all the faculty members for contributing to the revision of the current statements, especially Dr Madhavi Sathe.

CURRENT VISION AND MISSION STATEMENTS

Vision

Empowerment of Women through Quality Education to make them Competent, Self-reliant and Responsible Homemakers, Professionals and Citizens.

Mission

Education for a living and for making a better living.

Revised Vision and Mission statements

Vision

To be a leading institution of higher education, training women students through holistic, diverse and flexible curricula and activities, enabling them to become self-reliant and live a quality life.

Mission

We provide students with inclusive, need-based, value-based, multidisciplinary curricula to make them empowered individuals sensitive to socio-cultural diversity.

We offer affordable education, academic flexibility, personal attention, extensive support system and a safe and inspiring learning environment to students to help them recognise and reach their potential.

We train students in employability skills, communication strategies, creative and rational thinking, encouraging innovation and fostering their unique capabilities.

We nurture young women to be competent professionals, independent entrepreneurs, and responsible citizens.

Dr Dilip Trivedi suggested that the statements need a revision as they do not highlight that our college caters to underprivileged sections of society and also the fact that we admit students without any pre-condition of merit.

Avaneesh Bhatt said that the statements will be tabled again for approval after required amendments.

Agenda No. 3: Approval of Plan for the A Y 2023-2024

Dr. Patki requested all the Criterion Facilitator to present the proposed plan for the A Y

Criterion I: Curricular Aspects

Facilitator: Vaishnavi Kamat

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

| SR. NO. | PROPOSED PLANS | ACTIONS PROPOSED | TIMELINE |
|----------------|-----------------------|-------------------------|-----------------|
|----------------|-----------------------|-------------------------|-----------------|

| | | | |
|---|---|--|---------------|
| 1 | Documentation of Curricular Changes | -Documenting syllabi changes, minutes of BOS, AC, GB | Ongoing |
| 2 | Session on inculcating extension and practical (field work) as part of curriculum | -Workshop for faculty members | December 2023 |
| 3 | NEP implementation | -Course list for Semester 2, 3 & 4 -Approval from BOS, AC Prepare time table -Student- subject allocation | December 2023 |
| 4 | Preparing POs according to NEP | -The program objectives and outcomes are being prepared in accordance with the NEP guidelines | October 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

| SR. NO. | PROPOSED PLANS | ACTIONS PROPOSED | TIMELINE |
|---------|---------------------------------------|---|-------------------------|
| 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 POs and COs for teaching staff | January 2024 |
| 5 | IT integration in examination | Extensive use of Aadmin software for examination processes | Throughout the year |

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 | -Publications of Srujan, PostScript, Meteor, Beacon, Paalavi, Surabhi, Inquest, Concept -A Research paper presentation competition -Research Methodology workshop | Monthly, Quarterly April 2024 March 2024 December 2023 October 2023 February 2024 December 2023 |
| 2 | To encourage research among faculty members | -Career Development Action plans -Minor/Major research projects through management funding | November 2023 5 minor research proposals |
| 3 | Raise awareness about Intellectual Property Rights | -A session on IPR -A special committee to support faculty and students | November 2023 October 2023 |
| 4 | Revive the Research Cell | Form a Committees as per UGC requirement | October 2023 |
| 5 | Innovation & Incubation cell | Encourage and guide students for entrepreneurial ventures | Ongoing |
| 6 | Extension activities | -Appointment of Ex VP and NSS coordinator to assist depts for meaningful extension work. -Project Protsahan -Vanicha Pada tribal belt activities | June 2023 November 2023 - February 2024 Ongoing |

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|---|-------------|---|-----------------------------|
| 7 | Consultancy | -Improve visibility of faculty expertise. -Approval and Implementation of the policy | Ongoing October 2023 |
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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 |

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 |

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| 3 | Soft Skills training by Technoserve | <ol style="list-style-type: none"> 1. Orientation of TY Bcom & Self Finance students 2. Training 3. Campus Interview | Through the year |
| 4 | Pre- Placement Talk & Placement training | <ol style="list-style-type: none"> 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 |
|---------|--|--|-----------------------------------|
| 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 | Organising FDP for teaching and non-teaching staff members | -Sessions on Yoga as requested by non-teaching members -Using Aadmin Software for attendance | Dec 2023/January 2024 Dec 2023 |
| 3 | Collection of data/certificates from teachers related to FDP and other courses | Ongoing | Through the year |
| 4. | Conducting Administrative Audit for 2022-23 | -Revise the proforma if required -Inform the office staff about the date and share the proforma | By 31 December 2023 |
| 5. | Faculty training for preparing e-content | At least two workshops/training programmes | By April 2024 |
| 6. | Training administrative staff about NEP and Academic Bank of Credit | -Identifying resource persons and holding at least one sessions for the admin staff for each topic | By April 2024 |

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| 7. | Workshops/talks on IKS and Graduate Attributes for the teaching staff | -Identifying resource persons for the topics and organising one each on the given topics | By April 2024 |
| 8. | Administrative and Academic modifications for efficient NEP implementation | <ul style="list-style-type: none"> a. Revising Board of Studies and organograms b. Revising timetable to suit NEP recommendations | <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 Ucchatar Shiksha Abhiyaan). The proposal has undergone the first stage of scrutiny and will be uploaded on the PM-USHA portal

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 | <ul style="list-style-type: none"> 1- Campus Beautification 2- Landscaping at two locations | January - February 2024. |

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

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

Dr. Avaneesh Bhatt
IQAC Coordinator

Dr. Archana Patki
IC Principal