

**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

A meeting of the IQAC was held on Friday, October 29, 2021 at 11.30 am in the A V Room of the college.

The following members were present for the meeting

Honorary Secretary, SMES Dr. Bharat Pathak
Principal Dr. Leena Raje, Chairperson
Vice – Principal Mrs. Archana Patki
QAC expert Dr. Beena Inamdar
QAC expert Dr. Navin Punjabi
QAC expert Dr. Avinash Deolekar
Coordinator Dr. Gouri Mohan
Member Ex-Coordinator Ms. Madhavi Sathe
Member Dr. Usha Mishra
Member Dr. Shobha Dedhia
Member Dr. Avaneesh Bhatt
Member Ms. Ashwini Prabhu
Member Ms. Darshana Buch
Member Ms. Vaishnavi Kamat
Member Dr. Jyotsana Lal
Member Dr. Shubhangi Kulkarni
Member Ms. Soumya Nichani
Member Ms. Hemlata Kumar
Member Mr. Ravindra Warik, Junior Clerk
Member Mr. Ravi More, Junior Clerk
Student Member Ms. Sonali Gupta SY BCom
Student Member Ms. Shruti Mokashi SYBA Psychology

Leave of Absence was granted to:

President, SMES Dr. Dilip Trivedi
QAC expert Shri Sunil Mantri
Special Invitee Dr. Mala Pandurang, Principal, Dr. BMN College of Home Science
Special Invitee Ms. Rakhi Gadhawe, I/C Principal, Smt. K.G. Shah Law School
Student Member Ms. Jyoti Singh, MCom I
Student Member Ms. Tejal Gurav SYBA Marathi Medium

Dr. Leena Raje, Principal welcomed all the members for 1st IQAC for A Y 2021-2022 in the physical form after a long time.

Agenda No. 1

Minutes of the meeting held on 26-7-2021 were confirmed unanimously by the members.

Agenda No. 2

Plan of IQAC for the AY 2021 - 2022

- **Timely Completion of Mandatory Activities in the best possible way in spite of pandemic induced working situations-** Data compilation for the AQAR is going on. Based on the recommendations given by the last NAAC Team we are working on compliance considering the institutional weak area.

Administrative Academic Audit (AAA):

- Internal Admin Audit was conducted on 22nd July 2021 by our internal team and external audit is being conducted today. **Internal Academic Audit** will be completed in the week after diwali break and External will be conducted in December, 2021

While discussing the IQAC planning keeping in mind the preparation for the next NAAC, Principal gave a presentation on criteria wise plans of the institution

Curricular Aspects - I:

- Implementing Add-On and CBCS courses in respective faculties and preparing CBCS structure for UG and PG programmes.
- Reframing PO's CO's for all the subjects.
- Offering Courses in Foreign Language and integrating the use of Language Lab for this purpose.

Teaching, Learning and Evaluation - II:

- Implementing 50/50 evaluation pattern from the year 2021-2022 and to further introduce innovative evaluation methods for this purpose.
- Extending and strengthening the examination committee and implementing reforms as per the norms of Autonomy.
- Formalising the Mentoring Process by putting slot in Time - Table and to mentor students in Universal Values, Soft Skills, Career Guidance, Life Skills

Research, Innovations and Extension - III:

- Completing ongoing 11 Minor Research Projects: Periodical checking of the progress and mentoring the teachers.
- Releasing 2nd Volume of Compendium: PG Student Research Journal soon.
- Directing our efforts for inclusion of our research journal Concept under UGC Care List.
- Establishing a Research Center of the institution.

Infrastructure and Learning Resources - IV:

- Developing and Maintaining Institutional Website as per Autonomous Status to make it more user friendly and interactive.
- Revising SoPs for optimum utilisation of infrastructure.
- Creating strong room for examination conduction.

Student Support and Progression - V:

- Reactivating the Academic Advancement Center to reach the maximum number of students and help them in enhancing their academic performance.
- Strengthening the Training Centre for Competitive Examinations (TCCE): Banking and Railway Recruitments, MPSC, CAT.
- Motivating students through Innovation and Incubation center to take up entrepreneurship.
- Strengthening Alumni Association and PTA to have more involvement of the

stakeholders.

Governance, Leadership and Management - VI:

- Revisiting and reframing Vision, Mission, Objectives and Policies.
- Building up a repository for data and information.
- Finalizing the Policies in tune with the requirements of Autonomy.
- Implementing the suggestions/recommendations received from External Administrative Audit Committee for improving the administrative processes

Institutional Values and Best Practices - VII:

- Increasing the involvement of the neighbourhood community in college activities.
- Arranging movie shows by Film Club for empowering women and instilling values in the society.
- Inviting the community for exhibitions, college festivals and celebration of days. Contribution to society through- awareness programs on health, sanitation and hygiene, nutrition, household budgeting, skill development- basic clothing, cookery, making paper bags, growing kitchen gardens, composting etc. Mental Health awareness and support

Agenda No. 3

Report of the Activities conducted by the College

The Principal presented the other quality initiatives Activities for this Academic Year with following main focus areas:

IQAC Activities

- A two day online Faculty Development Programme on “Autonomy in the context of National Education Policy 2020” was organised on 5th and 6th August 2021 by our IQAC in joint collaboration with CEDA, Pune. It was attended by 122 participants from 20 Autonomous and affiliated colleges from Maharashtra. Renowned speakers like Dr Bhushan Patwardhan, Ex Vice Chairman U G C Delhi, Dr Pandit Vidyasagar, Ex V C, SRTM University were some of the resource persons. The programme was well appreciated by all participants.
- A Session on “Mapping of Course and Programme Objectives and Outcomes” was arranged on 27th September, 2021 by Dr B D Bhole, Educational Adviser, Pune. This activity was important for Syllabus and curriculum Designing.

Innovative Activities

- The Department of Marathi organized a series of 9 online lectures to celebrate Navratri: “Nav Durga, Nav Vichar” from 7th to 15th October, 2021 and the Department of Marathi organized a series of 9 online lectures to celebrate Navratri: “Nav Durga, Nav Vichar” from 7th to 15th October, 2021

Agenda No. 4

Any other matter with the permission of the chair.

All the external members complimented the institution of its various activities.

- Dr. Inamdar suggested that outsiders, students from other than SNDTWU and affiliated colleges, should also be considered for the various courses that the college is offering.
- Dr. Navin Punjabi suggested that the college should explore the option of registration/recognition under Institutions’ Innovation Council(IIC), Ministry of Education, Government of India.

- During the discussion, on the difficulties faced by the institution in getting its Alumni Association registered, Dr. Inamdar suggested that a list of the difficulties should be drawn and taken up for discussion. Dr. Pathak mentioned the imminent tax related issues that will arise and hence suggested that the possibility of utilizing the registered Seva Mandal Education Society (SMES) forum be considered. Dr. Raje mentioned that the college will definitely work towards formalizing the suggestion.
- Dr. Punjabi suggested that the Institution should try for more Memorandum of Understandings (MoUs) with organizations.
- Dr. Deolekar suggested that the IQAC should formalize and strengthen its Feedback-Analysis and Progress cycles. He reiterated the importance of mapping all processes of the Institution.
- Dr. Inamdar opined that there is a need for further encouraging students to continue with their education, especially given Pandemic induced uncertainty, by reinforcing the idea that a better degree will result in better job opportunities. All suggestions were duly noted for further action.

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

Dr. Gouri Mohan
Coordinator

Dr. Leena Raje
Principal