

**SEVA MANDAL EDUCATION SOCIETY'S**  
**SMT. MANIBEN M. P. SHAH WOMEN'S COLLEGE OF ARTS & COMMERCE**  
**(Autonomous under S.N.D.T. Women's University)**  
**NAAC Re-accredited**  
**UGC Status: College with Potential for Excellence**  
**BEST COLLEGE AWARD 2017-18: Adjudged by S.N.D.T. Women's University**  
**338, R.A. Kidwai Road, Matunga, Mumbai - 400019**  
**as per Maharashtra State University Act (2016) Uniform Statute No: 3 of 2019**

The IQAC meeting was held on 17 October 2019 at 11.30 am in the Director's Room. The following members were present for the meeting

IQAC meeting		17-10-19
Dr. Dilip Trivedi		
Dr. Bhasat Pathak		
Dr. Beena Inamdar		
Shri Sunil Mankar		
Dr. Leena Raje		
Mrs. Archana Patki		
Ms. Madhavi Sathe		
Dr. Usha Mishra		
Dr. Avaneesh Bhatt		
Dr. Shobha Dethia		
Ms. Darshana Buch		
Ms. Ashwini Prabhu		
Ms. Gouri Mohan		
Ms. Varshnavi Kamat		
Dr. Jyotsana Lal		
Ms. Ravi Wasik		
Ms. Ravi More		
Ms. Fakhra Mamawala		
Ms. Kajal Yadav		
Ms. Prachi Mungekav		
Special Invitees:		
Prof. Mala Pandurang		
Ms. T. Jethani		
Mrs. Anjali Katdare		
Dr. Shubhangi Kulkarni		
Ms. Reshma Murali		
Mr. Vasant Pansare		

**Regrets:** QAC member Shri Uday Gaitonde, Member and Ms. Vaishnavi Kamat.

The Principal welcomed all members for the meeting. Dr. Trivedi suggested that SMES representatives as SNTD WU Senate members should be invited to attend IQAC meetings. Other Colleges on Campus should also follow this suggestion.

**Agenda Item No 1:** The minutes of the previous meeting held on 23-8-2019 were read and confirmed.

**Agenda Item No 2: Reforming of College Committees to streamline the working and improve effectiveness.**

The College needs to have all Statutory Committees and other Non-Statutory Committees based on the guidelines given by the UGC and Maharashtra University Act. The ICC should be a separate unit and should not be clubbed with any other committee. The PTA and Alumni Association should be separate committees. The Faculty Development activities are conducted by the IQAC hence there is no need for a separate committee.

**Agenda Item no 3: Redistribution of IQAC facilitators for KRAs.**

In the Internal IQAC meeting, members expressed their wish to work for different criteria as KRA facilitators. Dr. Trivedi suggested that a formal handing over of files for each criterion needs to be done. Dr. Raje suggested that Dr. Shubhangi Kulkarni could be included in Criterion 1 and Ms. Reshma Murali in Criterion 2.

**Agenda Item no 4: Discussion and approval of the new KRAs**

It was suggested that the KRA teams can relook at the time frame and plan for a period of 5 years. It was suggested that Criterion I and II should have a student-focused approach and feedback in the form of survey can be utilized to enhance the effectiveness of the criterion. It was suggested that the feasibility of including a compulsory 1 credit Library Work component, in the curriculum, be checked. Mr. Mantri suggested that the current Alumni Association be reformed as a registered body.

A discussion was undertaken regarding the KRA focusing on rotation of post in the college. The experts suggested the following:

- Any such change should have the permission of the management
- There is a high chance of increasing administrative complexities by complying to such a format

The members also suggested the following for the audit processes:

- Academic Audit should be conducted every year
- Feasibility of conducting a Library Audit should be checked
- Administrative Audit has to be initiated
- Green Audit should be conducted as in practice

**Agenda Item no 5: Any other matter with the permission of the chair**

The experts suggested that a student survey should be conducted to understand if students need hostel facilities and transportation from nearby stations to the college. This would provide concrete data to support any deviance from NAAC recommendations.

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