

**SEVA MANDAL EDUCATION SOCIETY'S
SMT. MANIBEN M. P. SHAH WOMEN'S COLLEGE OF ARTS AND COMMERCE
(AUTONOMOUS)**

NAAC Re-Accredited 'B++' (Cycle III, 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 24, 2025

Time: 3.00 PM

Platform: Hybrid Mode (Zoom Platform)

The following members were present for the meeting:

Dr. Archana Patki, Chairperson
Dr. Dilip Trivedi – President SMES
Dr. Bharat Pathak, Hon. Secretary, SMES

QAC Experts:

Prof Pradnya Wakpainjan, External Peer Team Member
Prof Meghna Basu Thakur, External Peer Team Member
CA Huzaifa Nampurwala, QAC Expert (Industry Representative)

Members:

1. Dr. Jyotsana Lal, IQAC Coordinator
2. Dr. Avaneesh Bhatt – Vice Principal, HOD English
3. Dr. Madhavi Sathe – HOD Home Economics (Nutrition and Meal Management)
4. Ms. Ashwini Prabhu – Librarian
5. Dr. Sarita Kasaralkar – HOD Home Economics (Child Development)
6. Ms. Soumya Nichani – Asst. Professor, Accountancy
7. Dr. Shubhangi Kulkarni – Co-ordinator, MCom
8. Ms. Hemlata Kumar – Co-ordinator, BMS
9. Dr. Rashmi Tupe – HOD Marathi
10. Dr. Prashant Deshpande – HOD Hindi
11. Dr. Vrushali Chougule – F.T. Lecturer Hindi
12. Mr. Dattatray Gawade – Co-ordinator, BCom – AFI
13. Ms. Shagufta Memon – Co-ordinator, Mass Media
14. Ms. Sonal Mane – F.T. Lecturer, Mass Media
15. Ms. Jayshree Bhalbar – Office Superintendent, Non – Teaching
16. Ms Rofi Siddique, Alumna Representative
17. Ms. Christina M A – Psychology, Student Representative

The meeting began with Dr. Archana Patki, Principal, greeting all the members; she welcomed members for the 1st IQAC meeting for the A Y 2025 - 2026.

Agenda No. 1: Welcome to the New Members

Dr. Jyotsana Lal introduced and greeted QAC experts and all the internal members of IQAC.

Agenda No. 2: Confirmation of minutes of meeting held on April 28, 2025, and matters arising out of the minutes

Dr. Archana Patki requested members to confirm the minutes of the meeting held on March 27, 2025. The minutes were confirmed unanimously, Prof Daksha Dave proposed the minutes and it was seconded by Dr. Jyotsana Lal. Then, Dr. Patki invited the criterion facilitators to present criteria wise reports

Agenda No. 3: Plan of Action for the A Y 2025 - 2026

Criterion I: Curricular Aspects

Facilitator: CA Soumya Nichani and Ms Shagufta Memon

Plan of Action

1. One conference on IKS for faculty and students is planned in December 2024.
2. NEP implementation for Semester VI courses of Undergraduate programs.
3. Time-Table incorporating NEP structures in Semester II, IV and VI.
4. Feedback from stakeholders

Ongoing Tasks:

- a. Registration for MKCL - skill-based courses is being done. Orientations were done for students of various faculties in July & August 2025. Around 50 students have registered for MKCL Skill-based courses.
- b. Usage of a software for mapping of Program and course outcomes is being done on a trial basis for some programs and courses.

Completed Tasks:

- a. NEP Implementation in Semester V: Departments completed their BOS Meetings for Semester V and Academic Council Meeting for Semester V was completed on 5th August 2025.
- b. Time-Tables of Semester I, II and V incorporating NEP structures was completed in July 2025.
- c. IKS Conference on the topic “ Decoding the Wisdom of India: A Multidisciplinary Approach to IKS” was held on 22nd September 2025. This was a RUSA Sponsored conference organised by our college and Dr. BMN College of Home Science.

Criterion II: Teaching, Learning and Evaluation

Facilitators: Dr. Sarita Kasaralkar and Ms. Hemlata Kumar

Members: Dr. Swati Mohite, Ms. Nikhila Parab and Rofi Siddique

Plan of Action

1. Workshop / Faculty Development Program on “Innovative Pedagogies in Teaching”
2. Program and Course Outcome Mapping
3. Student Satisfaction Survey for the academic year 2025-26
4. Teacher Assessment Questionnaire for the academic year 2025-26.

Ongoing/ Completed Task:

1. Mentor Mentee sessions data collection is in process.
2. Progressive Learning Ability Test (PLAT) was conducted and the feedback is shared with the respective Departments.
3. Departmental interaction schedule on Program & Course Outcome mapping is circulated.
4. ATKIT exams for semester II, IV, V and VI commenced from 22nd September - 29th September.

5. Degree Award Ceremony for the batch 2024-25 will be held on 11th October, 2025.
6. Semester End Evaluation for semester I, III and V will commence from 3rd November, 2025.

Criterion III: Research, Extension and Consultancy

Facilitators: Members: Dr. Rashmi Shetye Tupe and Dr Vrushali Choughule

Plan of Action

Encouraging Creative and scientific thinking among faculty and students

Deadline: April 2026

Platforms for Publications

- Concept
- Surbhi
- Palvi
- Beacon
- Srujan
- Postscript
- Inquest
- Meteor

Extension Activities by Departments

Deadline: April 2026

- Psychology Department - Rural and Tribal Outreach
- Hindi Department - Balsudhargruha
- Marathi Department – Vishwabhaan and Team Vision
- Sociology Department - Helpage India, Manav Seva
- Economics Department - Vanicha Pada Tribal

Research Activities by Faculty

Deadline: April 2026

- Two minor research projects are ongoing.
- Five research papers in the publication process.

Completed Task

- One minor research completed
- Two books published
- Two research papers published
- Three research papers presented

Criterion IV: Infrastructure and Learning Resources

Facilitators: Ms Ashwini Prabhu and Mr. Dattatray Gawade

Plan of Action

1. Increasing the student library usage; Deadline: Throughout the year
2. Increasing the teachers library usage Deadline: Throughout the year
3. Facilitating any other need based infrastructural development Deadline: Throughout the year

Ongoing/ Completed Tasks (Since May 2025)
Book Displays

1	5th June 2025	World Environment Day
2	12th June 2025	Display of information and Books written by and on P.L. Deshpande (Pu. La Deshpande) on occasion of his 25th death anniversary.
3	19th June 2025	Maruti Chittampalli, the legendary forest officer, Naturalist and Marathi writer passed away. Popularly known as “Aranya Rishi” – The Forest Sage, Chittampalli was Maharashtra’s one of finest nature writers and conservationists. As a mark of respect and remembrance, the library displayed information and a few Books written by him.
4	21st June 2025	International Yoga Day
5	23 rd July 2025	Books on Economics
6	31 st July 2025	Books by and on “Premchand” on occasion of Munshi Premchand Jayanti
7	15th August 2025	On the occasion of 79th Independence Day, book display on Indian Freedom struggle, Indian history & freedom fighters.

Ongoing/ Completed Tasks (Since May 2025) Cont...

Library Orientation and E-Resource Awareness Sessions

8	24th July 2025	Orientation	FY BA Economics
9	25 th July 2025	Orientation	FY BMS
10	29 th July 2025	Orientation	FY BAFI
11	4 th September 2025	Orientation	FY BCom
12	12 th August 2025	E resource awareness	MCom Part 2

Vachan Katta

13	4th June 2025	Vachan Katta	A book reading session for the non-teaching staff was conducted from 3.00 pm to 4.00 pm. Excerpts from the book “Yala Jeevan aise naav” written by eminent astrophysicist Dr. Jayant Narlikar, who passed away on 20th May 2025, were read as a mark of respect and remembrance. Library also displayed books written by him.
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14	17th July 2025	Vachan Katta	Book reading session for the non-teaching staff was conducted from 3.00 pm to 4.00 pm. Excerpts from the book “Nisarg Vachan” written by nature writer and conservationist Maruti Chittampalli were read as a mark of respect and remembrance.
Other Activities			
15	1 st August 2025	Foundation Day	Release of compilation of Book reviews by students participation in the book review competition organised by the library under the Aegis of “Vachan Sankalp Maharashtra 2025” campaign
16	5th June 2025	Presentation	The Librarian compiled a film based on internet resources as well as by using AI and it was displayed on the screen in the foyer for a week to create awareness.
17	21st June 2025	Presentation	On occasion of International Yoga Day, the Library screened a film on the display unit in the foyer to offer a visual journey into the transformative power of yoga. An online quiz for staff and students was offered by the library as part of its engagement initiatives
18	18th to 20th Sep 2025	Book Review Project	Curated books in the categories - Fiction, Self Development and Biographies/Autobiographies were displayed in the Research Centre. Students in small batches were allowed to browse and select the books of their choice. Each student was allowed to borrow of 2-3 books. The books would be reviewed and a review would be presented in class. The project has been designed and undertaken for FY BAFI students and is open for other classes to follow.
19	22nd Sep 2025	Guest Lecture in Library	Collaborated with the Marathi Dept in organisation of Guest Lecture on “Jijabai : Swarajya Janani Rashtramata” by Ms. Padmashree Rao, under the series “Navdurga- Nav vichar - Bahu aayami stree” on occasion of Navratri. The session was well attended and appreciated by students.
20	23rd Sep 2025	Guest Lecture in Library	Collaborated with the Marathi Dept in organisation of Guest Lecture on “Gandh Surancha - Thaav

			stree manacha” by Adv. Surekha Bhujbal, under the series “Navdurga- Nav vichar - Bahu aayami stree” on occasion of Navratri. The session was well attended and appreciated by students.
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Ongoing/ Completed Tasks

Infrastructural Developments

- The projector in the auditorium was replaced in August 2025.
- Infrastructural upgradation completed in the staff room on 2nd Floor , D- Wing.
- A desktop and printer have been installed in the staff room on 2nd Floor , D- Wing.
- 2 laptops have been allotted to BMS and Marathi departments in September 2025.

Criterion V: Student Support and Progression

Facilitators: Dr. Jyotsana Lal and Dr Shubhangi Kulkarni

Plan of Action	Timeline
Technoserve Orientation	July & November 2025
Technoserve classes commencement	August & December 2025
Interview at STARBUCKS & Mcdonalds	August 2025
Orientation for Freeships and Scholarships	August & November 2025
Talent hunt Competition	August 2025
Formation of Technical Club	September 2025
Participation in Yuva Mahotsav	September 2025
Seminar on Personality development & Menstrual Hygiene for BA, Bcom	August 2025
Sports activities	Sem I & Sem II
Parent students orientation for BA & Bcom	August 2025
Alumni Meet	Nov 2025 & March 2026
Placement Cell Campus Interviews	January 2026
Orientation and Internship Interviews	September 2025
TCCE 1st Batch of basic course for Competitive exams	November 2025
Workshops on Soft skill & Life skill training	Throughout year
Skill based workshops	Throughout year
Lecture series on Career opportunities	Throughout year
Soft skill training conducted: a. Workshop on building confidence	15th July

b. Improving Reading and Vocabulary	16th July
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Ongoing/ Completed Tasks	Timeline
Technoserve Orientation	15th July 2025
Technoserve classes commenced	9th August 2025
Interview at STARBUCKS & Mcdonalds	7th August 2025
Orientation for Freeships and Scholarships	19-25 August 2025
Talent hunt Competition	August 2025
Participation in Yuva Mahotsav	Ongoing September/ October 2025
Seminar on Personality development & Menstrual Hygiene for BA Bcom	12th August 2025
Sports activities	Sem I & Sem II
Parent students orientation for BA, Bcom, BMS, BAMC, BAFI	July & August 2025

Completed Tasks

Career & Job-Related Sessions conducted by BAFI Dept.

- June 2, 2025 – "Career Guidelines for Alumni TYBAFI Students" (MBA, MMS, PGDM Focus)
- June 3, 2025 – "Mentoring Session on Digital Skills, Career Readiness, Financial Literacy, Corporate Communication"
- July 2, 2025 – "TATA IIS Group Session"
- July 19, 2025 – "Sessions for Government Job Preparation"
- July 21, 2025 – "MBA/CET Guidance"
- July 22, 2025 – "Career Guidance with District Skill Development & Entrepreneurship Centre"
- August 7, 2025 – "Career in Government Sector"

Sports Achievement

In the Senior Inter-Collegiate Wrestling & Kabaddi Tournament:

- Ms. Ruchita Patil won Gold Medal (1st place) in the 68kg–72kg category.
- Ms. Dhanashree Gaikwad won Gold Medal (1st place) in the 55kg–57kg category.
- Both have been selected for the University Team. Kabaddi

Completed Tasks

Life Skill training

1. Cyber Awareness with AI - 19th June
2. Love & Relationships - 22nd July
3. Understanding and coping with emotions and gratitude toward self - 14th July 2025
4. Stress and anger management - 21st July 2025
5. Interpersonal relationship skills and importance of effective communication - 15th July 2025
6. Coping with stress and anger management - 22nd July 2025
7. Relationship and Abuse Management - 22nd July 2025

Criterion VI: Governance and Leadership

Facilitators: Dr Avaneesh Bhatt and Dr. Madhavi Sathe

Plan of Action

- External Administrative Audit for AY 2023-24 and 2024-25 (By April 2026)
- Internal Academic Audit for AY 2024-25, (By October 2025)
- Using ACADMiN program for marking attendance of students using QR codes and (By October 2025)
- Using ACADMiN for marking “Inward” of all University communication (By December 2025)
- Using ACADMiN for Timetable planning (By November 2025)
- Exploring feasibility of CO-PO mapping with help of a software embedded with ACADMiN
- Revival of Language lab (By October 2025)
- Possibility of a 360 feedback system (By April 2026)

Completed Tasks

- Various faculty members attended three different workshops about NAAC binary accreditation
- Revision of Academic Plan Book as per NEP requirements
- Restructured Mentoring-Mentee groups to make them more active and engaged in the process
- Timetable for odd semesters (2025-26)
- Revision of appointment letters for academic and administrative staff
- Redrafting Application Forms: Admission Cancellation, Leaving Certificate, Eligibility, Support to Employed Students
- Conduction of Library Audit for 2024-25
- Formation of Equivalence Committee for admissions from other colleges/universities
- Formation of Equal Opportunity Cell
- Responded to one RTI and one grave, anonymous complaint

Ongoing Tasks:

- Gender Audit: Proforma is ready. Audit will be conducted by Dr. Rekha Shelar & her team
- Students Service Centre: restructuring of Counselling Cell & Fitness Centre. New Sports teacher to be appointed for this purpose
- Reviving Language Lab: Software renewal process is on. Appointment of staff is done
- Collection of certificates about courses completed by faculty members

To be followed up:

- Implementation of Career Development Plan for the faculty of self-financing courses: draft approved by Dr. Bharat Pathak, Hon. Secretary, SMES
- Implementation of merit-based Fellowship for toppers and advanced learners who continue their graduation and post-graduation in our college

Criterion VII: Institutional Values and Best Practices

Facilitator: Ms. Sonal Mane and Dr. Prashant Deshpande

Plan of Action:

Campus Beautification

Green Audit:

Management is working on the process of getting Green Audit done for all the colleges of the Seva Mandal Education Society.

Collaboration with Industry/ NGOs:

The Criterion is in talks with “Subhajit Mukherjee Foundation” for a **rainwater harvesting**

project with CSR Support.

Ongoing/Completed Tasks :

Task I :

- Campus Beautification under Green Club
- Management is working on the process of getting Green Audit done for all the colleges of the Seva Mandal Education Society
- Identification of best and innovative activities practiced by all the departments.

Task II: Waste – management

- Liquid and dry waste separation- Installed bins for dry waste on all floors and dry and wet bins near Canteen
- E- Waste management- College E waste material was collected by Sanskar India Foundation.

Divyangjan friendly environment

Ongoing/Completed Tasks :

Environmental activities:

- Visit to the Mangrove Park, Conducted Seed Collection Drive, Tree Plantation Drive, Visit to the Fruit and Flowers Show and related Workshop, Observed NO LIFT DAY, Beach Clean up activities after Ganapati Visarjan held so far in the last three months .
- Workshop on Eco friendly Rakhi & Eco friendly Ganapati conducted by Paryawran Dakshta Mandal. Students prepared Rakhi and Ganapati accordingly.

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

Dr Pathak appreciated the IQAC team for the participation and presentation made by all criteria.

QAC expert Prof Pradnya Wakpainjan provided several valuable suggestions related to academic and quality enhancement processes, including CO-PO mapping, value-added courses, uploading of syllabi, and designing a research strategy.

Nampurwala appreciated the various activities conducted for students and advised that more qualitative value should be added to enrich students' lives and support their future progress.

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

Dr. Jyotsana Lal
IQAC Coordinator

Dr. Archana Patki
Principal