

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: Friday, November 28, 2025

Time: 2.00 PM

Platform: Hybrid Mode (Zoom Platform)

The following members were present for the meeting:

Dr. Bharat Pathak, Hon. Secretary, SMES

QAC Experts:

Prof Pradnya Wakpainjan, External Peer Team Member

Prof Meghna Basu Thakur, External Peer Team Member

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 Ruffi Siddique, Alumna Representative
17. Ms. Christina M A – Psychology, Student Representative

Leave of Absence was granted to

Dr. Archana Patki, Chairperson

Dr. Dilip Trivedi – President SMES

CA Huzafa Nampurwala, QAC Expert (Industry Representative)

The meeting began with Dr. Avaneesh Bhatt, Vice - Principal, greeting all the members; he welcomed members for the 2nd IQAC meeting for the A Y 2025 - 2026. Dr. Bhatt invited Dr. Bharat Pathak, Hon. Secretary, SMES, to address the meeting. Dr. Pathak congratulated Dr. Avaneesh Bhatt for presiding over the meeting in the absence of Principal Dr. Archana Patki. Dr. Pathak appreciated the team spirit and gave his best wishes for a successful presentation to all the members of IQAC.

Agenda No. 1: Confirmation of minutes of meeting held on September 24, 2025, and matters arising out of the minutes

Dr. Jyotsana Lal requested members to confirm the minutes of the meeting held on September 24, 2025. The minutes were confirmed unanimously, Dr. Avaneesh Bhatt proposed the minutes and it was seconded by Dr. Shubhangi Kulkarni.

Agenda No. 2: Action Taken Report: Following action taken reports were presented by IQAC Coordinator, Dr. Jyotsana Lal

1. CO-PO Mapping
2. Uploading of Syllabi on the College Website
3. Value-Added Courses – Sample Certificates
4. Institutional Research Policy and Strategy

Activities conducted by IQAC:

- Conference “Quality Enhancement in Higher Education” on 12th October 2025
- Academic Audit 2024-25
- Data compilation for 2024-25

Agenda No. 3: Progress of the 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 2025.
2. NEP implementation for Semester VI courses of Undergraduate programs.
3. Time-Table incorporating NEP verticals in Semester II, IV and VI.
4. Feedback from stakeholders

- **Ongoing Tasks:**

1. Approval for the Boards of Studies of all the departments for 2025-2028 was obtained from the Academic Council members. Board of Studies Meetings to approve the syllabi for Semester IV and Semester VI are in progress. Majority of the departments have completed their Meetings.
2. Academic Council Meeting for Semester VI is being scheduled on 16th December 2025.
3. Time-Tables of Even Semesters II, IV and VI as per NEP structures are in the process of being finalised and circulated.
4. Registration for MKCL - skill-based courses is being continued. Some more orientations were conducted for students of various faculties. Teachers have been

designated from each Faculty to aid in student registration and completion of the courses. 7 students have registered for MKCL Skill-based courses during Sept-Nov 25. One student from BMS has completed a course on Google Workspace.

5. Data Collection for Criterion I for the year 2024-2025 is in progress.
6. Feedback on Syllabus from Stakeholders for 2025-2026 - Students, Parents, Employers, Alumni is being circulated to all the departments. The departments will be made as collaborators in the Feedback form so that the feedback data is available to the departments for their review.

Completed Tasks:

- a. 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.
- b. MKCL Courses
- c. Sample Certificates - Add On Courses

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

5. Ongoing/ Completed Task:

1. Mentor - Mentee sessions data collection is in process.
2. Progressive Learning Ability Test (PLAT) for the even semesters will be conducted in January, 2026
3. Semester End Examination - Regular and ATKT - semester I, III and V were held from 15th November, 2025, moderations are scheduled from 28th November - 5th December, 2025.
4. Unfair means committee meeting was held on 22nd November, 2025

Criterion III: Research, Extension and Consultancy

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

● Ongoing Task

MOU's of Five Dept Under Various stages of progress (Psychology, Commerce, BAMC, BMS & BAFI)

Ongoing Extension Activities by Departments

Deadline: April 2026

- Psychology Department - Rural and Tribal Outreach
 - Hindi Department – Balsudhargruha
 - Marathi Department – Vishwabhaan, Shradhnand Aashram & Team Vision
 - Sociology Department - Helpage India, Manav Seva
- Research Activities by Faculty
- Deadline: April 2026**
- Two minor research are ongoing- Psychology & Marathi
 - Nine Research papers are in the process of being published
 - One conference is scheduled in December 2025

Completed Task

- Research Policy for the Institution reformed
- Two conferences were organized in the month of September and October
- Three Faculty Members Published Four Research Papers

Dr. Seema Shah Dept of Accountancy - 2 Research Papers,

Dr. Sarita Kasaralkar Dept of Home Economics - 1 Research Paper,

Mr. Dattatray Gawade Dept of Bcom-AFI - 1 Research Paper

- Three Students Research Papers Published

(Ms.Pruna Rane, Ms.Vrushti Shah, Ms.Kriteeka Pandye - Dept. of Psychology)

- Total 8 Research Papers were Presented by Five Faculty Members

Dr.Prashant Deshpande Dept of Hindi- 2 Research Papers, Dr.Vrushali Chaughule Dept of Hindi- 2 Research Papers, Dr. Sandesha Bhavsar Dept of Hindi- 2 Research Papers, Dr. Rashmi Shetye Tupe Dept of Marathi- 1 Research Paper & Ms. Madhavi Pawar Dept of Marathi- 1 Research Paper

- 5 students also Presented their Research Papers

Ms. Manali Manchekar, Ms. Prachi Rangale & Ms. Vishakha Bhosale (Dept of Marathi)

Ms. Shrushti Sirodariya (Dept of Bcom-AFI) & Ms. Faiza Khan (Dept of Mcom)

- 3 Books authored by Faculties & Students Published with various publication

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

Library Activities conducted since Sep 2025

Sr. No	Date	Activity	Details
1	22nd & 23rd Sep 2025	<i>Navratri - Navdurga Celebrations</i>	Library joined the Marathi department in organising the annual lecture series on occasion of Navaratri. 2 offline sessions were organised in the library on 1) " <i>Jijabai: Swarajya Janani Rashtramata</i> " by Ms. Padmashree Rao, an acclaimed author and historian. 2) " <i>Gandh surancha , thaav streemanacha</i> " by Sangeet Visharad, Adv. Surekha Bhujbal. Both sessions were well received by the students.
2	3rd October 2025	<i>Abhijaat Marathi Bhasha Din Celebration</i>	Library joined the Junior College Marathi department in celebrating the " <i>Abhijaat Marathi Bhasha Din</i> ". The library displayed its choicest books. Assistant librarian Ms. Gayatri Hardikar briefed the students on the same. A short film on the topic was screened in the library about what did conferring the status of " <i>Abhijaat</i> " meant for Marathi language and why it is important. The session was attended by students who had opted for Marathi from the Junior college.
3	15th October 2025	<i>Vachan Prerana Diwas</i>	The library collaborated with the Marathi medium and the NSS for celebration of " <i>Vachan Prerana Diwas</i> " in memory of Dr. APJ Abdul Kalam. Apart from display of books written by Dr. Kalam, the library screened a film on " <i>Vachan: Ka va kase</i> " wherein Retired Prof. and Head Dr. Rajendra Kumbhar, SPP University shared his thoughts on how to develop a habit of reading. Followed by the film screening, students read passages from books of their choice and spoke about books that influenced them. The program was graced by Principal Dr. Archana Patki and Hon. Sec. Dr. Bharat Pathak who also shared their views on

			importance of reading with the students. The same program was repeated for the Junior college students in the afternoon session.
4	4th November 2025	<i>Vachan Katta</i>	“ <i>Vachan Katta</i> ” – Our regular Book reading session for the non-teaching staff was conducted from 3.00 pm to 4.00 pm. Excerpts from travelogues were read by office staff members.
5	7th November 2025	Commemorating 150 Glorious Years of " <i>Vande Mataram</i> "	The library proudly joined the institution in celebrating 150 years of the iconic national song " <i>Vande Mataram</i> ". Marking this historic milestone, library staff and students came together in a heartfelt recitation, echoing the spirit of unity and patriotism that the song embodies.

Infrastructural developments since Sep 2025

Sr. No	Date	Details	Objective/ Utility/ Beneficiary
Category : ICT			
1	Oct-25	Purchase of Data Storage Devices - 2 TB Internal Hard Disk Drive and USB Docking Station.	The devices have been facilitated for the office staff to securely store students' academic data and make it accessible through a designated system within the college premises.
2	Oct-25	Purchase of Printer Mechanism - Pickup Mechanism for HP Smart Tank 750 Printer	To maintain the efficiency and smooth functioning of printing activities in the Examination Cell

3	Oct-25	Laptop Adapters - 2 Items	B Com AFI Dept
4	Oct-25	Purchase & Installation of Assembled Desktop	BA Marathi Medium Staff Room, 2nd Floor, D Wing
5	Oct-25	Installation of AI enabled interactive Board in the AV Room	To enhance teaching-learning by integrating advanced interactive technology that supports dynamic presentations and intelligent content delivery, thereby modernizing the institution's audiovisual infrastructure.
6	Nov-25	17 Computers and 1 Printer was added in the NSS computer Lab and the networking was also strengthened ; 4 computers were added to the Digital Literacy Lab	To strengthen digital infrastructure, improve accessibility to technology and enhance learning and skill development
7	Nov-25	1 new Monitor and upgraded desktop	To improve efficiency and digital capability of the administrative staff
Category : Safety & Surveillance Enhancements			
8	Nov-25	Installation of new CCTV Cameras within the building premises.	To ensure the safety and security of students and staff
Category : Repairs & Renovation			
9	Through Sep - Oct-2025	Staircase and Ground Floor Renovation - Coloring and refurbishment of staircases, Tiling and renovation of ground floor area	To enhance the aesthetic appeal, safety, and durability of commonly used areas in the college
10	Through May - Oct-2025	Painting of the Exterior facade of the building	To maintain the overall appearance of the college

Criterion V: Student Support and Progression

Facilitators: Dr. Jyotsana Lal and Dr Shubhangi Kulkarni

Plan of Action

- Technoserve Orientation
- Technoserve classes commencement
- Interview at STARBUCKS & Mcdonalds
- Orientation for Freeships and Scholarships
- Talent hunt Competition
- Formation of Technical Club
- Participation in Yuva Mahotsav

Timeline

July & November 2025
August & December 2025
August 2025
August & November 2025
August 2025
September 2025
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

Ongoing/ Completed Tasks

Timeline

- ❖ **PLACEMENT CELL-**
 - Investor Awareness Program was conducted for TY students across faculties by NSE. 25th Nov 2025
 - Magic Bus Foundation conducted Soft skill training 18th Nov to 25th Nov
 - This will be followed by Internships. (Ongoing)
 - Workshop on Financial Literacy 25th Nov 2025
 - Framebox 2.0, Premier academy for Media & Creative Arts conducted a session on Careers in Animation & Creative Arts for students across faculties 25th Nov 2025
 - Orientation on -Post Graduate Certificate in Hospital Front Office & Billing Executive by Tech-Mahindra to TY & M.Com students across faculties 28th Nov 2025

Ongoing/Completed Tasks

- ❖ **Alumni Association:**
 - Organised an Online Session on - Ask Better, Get Better: Mastering ChatGPT by Mr. Kumar Chaudhary, Senior CCloud & Develops Engineer at a leading FANG Company. 27th Sept 2025
- ❖ **Yuva-Mahotsav:**
 - College WON Overall Trophy in Theatre
 - 2nd Prize in One Act Play
 - 1st Prize in Skit & Mimicry & Rangoli
 - Consolation prize in Mime
 - 2nd Prize in Cartooning, Poster Making & Clay Modelling
 - 3rd Prize in Collage & Rangoli
 - 2nd prize in folk dance
 - 1st Prize in Gujarati debate
- ❖ **Technical Club is formed as per the requirement of new NAAC Framework**
- ❖ **Sports Achievements**
 - National Sports Conference was organised on - Sports for tomorrow: Innovation, Inclusion & Inspiration. Leading Physiotherapist, Nutritionist, Psychologist were the guest speakers. @00 students & faculty attended the same - 21st Nov 2025
 - In intercollegiate athletics, our college won Athletics Team Champion, 3rd place. Students won the following prizes-
 - 1st place in 100m, 2nd place in 200m & 400m.
 - 3rd place in 1500m
 - 2nd place in 4x100m Relay & 4 x 400 m Relay
 - Taekwondo- 2nd Prize in 67kg & 67 + kg, 3rd Prize in 46 Kg & 53 Kg & 4th Prize in 62 Kg

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

- Internal Academic Audit conducted from 3rd to 10th October 2025.
- One day RUSA sponsored seminar was held on 12-10-2025 titled “Quality Enhancement in Higher Education” organised by Criteria II and VI. Resource persons included Dr. Sanjay Kharat, Dr. AG Gosavi and Dr. Beena Inamdar, members of CEDA, Pune.
- Collection of certificates of FDPs/Refresher/Orientation/Short term courses task for 2024-25 completed. On-going for 2025-26
- Time-table for odd semesters for AY 2025-26 completed, for even semesters is nearing finalisation

In-Process:

- An HR Unit was formed with the following members: Principal (Chairperson); Vice Principal (Convenor); Dr Soumya Nichani (Commerce Faculty In Charge); Ms Hemlata Kumar (Coordinator, BMS); Mr Sachin Gawde (Coordinator, BCom AFI); Ms Jayshre Balbhar (Office Superintendent); Ms Ravi Warik (Sr Clerk). The unit met on 28th October 2025 to discuss the guidelines about promotions for the unaided teaching staff. It was decided to change the nomenclature of faculty members. Instead of the title Lecturer C/B/A/O, the committee decided to describe the hierarchy as Grade IV, III, II and I. Some members requested uniform visiting cards with a college logo for co-ordinators and in-charge members. The committee agreed that to win long-term loyalty of unaided teaching staff, we ought to implement guidelines for promotions and recognise their achievements and dedicated service. This will be soon implemented.
- Fee waiver for meritorious students: class-wise calculation of cost is submitted to principal madam. This Analysis of cost to support aided and self-financing courses will help determine the most suitable scheme.
- Preparation of proposal for an educational loan scheme (responsible funding) on request of Dr. Bharat Pathak, Hon. Secretary, SMES. The first draft is ready. We still need to prepare the application form for the scheme.
- Workload approval of all aided teachers at the Joint Director, Higher Education: We have successfully compiled and submitted the workload to the JD office and the office has approved all but one post. The follow up communication about the clearance of one

post is going on.

- CAS Promotion of two colleagues: Dr Madhavi Sathe and Dr Seema Gosher's API score has been approved by SNDTWU.
- Language Lab: The latest version of the software is installed and the instructor was trained in the last week of October 2025.
- Dr Sarita Kasralkar and Ms Soumya Nichani have been appointed as in-charge for the Faculty of Humanities and Faculty of Commerce and Management respectively. This change was due to the superannuation of two professor grade faculty members.

Criterion VII: Institutional Values and Best Practices

Facilitator: Ms. Sonal Mane and Dr. Prashant Deshpande

Plan of Action:

- Tree Plantation Drive
- Smt. M.M.P. Shah Women's College organized a tree plantation drive, "Ek Ped Maa Ke Naam," in collaboration with Lions Club of Sion and Devrai Foundation on September 26, 2025.
- 75 trees were planted at Devrai Village, Thane, with participation from 3 NSS Programme Officers, 6 NSS volunteers, and Devrai Foundation children and staff. This event was conducted under World Environment Health Day promoting environmental sustainability.
- Green Audit:
- Management is working on the process of getting Green Audit done for all the colleges of the Seva Mandal Education Society.
- We have received a quotation from CDG Inspection Limited company for Green and Energy Audit for Smt. MMP Shah Women's College of Arts and Commerce.

Ongoing/Completed Tasks :

Task I:

Campus Beautification

- The students beautifully created replicas of forts like Raigad, Pratapgad, Sindhudurg etc. using traditional and eco-friendly materials. They were displayed in college campus for 2 days- 6th and 7th November 2025.
- The educational session was organised by Smt. MMP Shah College of Arts and Commerce in collaboration with United Way Mumbai on 'Environment Awareness' was organised for degree college students on 29th September 2025.
- Departments have submitted Community Engagement Project of their students. Students have actively worked in NGO's and contributed to the society through various social activities.
- Identification of best and innovative activities practiced by all the departments.

●Task II: Waste – management

(a) Liquid and dry waste separation- Installed bins for dry waste on all floors and dry and wet bins near Canteen

(b) E- Waste management- College E waste material was collected by Sanskar India Foundation.

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.
- Conducted Workshops on Eco friendly Rakhi & Eco friendly Ganapati conducted by Paryawran Dakshta Mandal. Students prepared Rakhi and Ganapati accordingly.
- ● Collaboration with Industry/ NGOs:
- The Criterion is in talks with “Subhajit Mukherjee Foundation” for a rainwater harvesting project with CSR Support.
- The college is finalising MOU with Sanskar India Foundation which is actively involved in environment activities. MOU will be finalised by November end and will be valid for two academic years.

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

Dr. Avaneesh Bhatt, highlighted the overall progress of the institution, and the efforts taken by the management members, teachers and all the stakeholders for the betterment of the institution. Dr. Bharat Pathak congratulated all the members for presenting the progress of their criteria. Dr. Pathak also suggested circulating the presentation to all the esteemed members in advance so that they can provide valuable inputs and feedback through mail also.

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

Dr. Jyotsana Lal
IQAC Coordinator

Dr. Archana Patki
Principal