

**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**  
**As per Maharashtra State University Act (2016) Uniform Statute No: 3 of 2019**  
**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**

A virtual meeting of the IQAC was held on Monday, May 11, 2020 at 11.00 am on Zoom platform.

The following members were present for the meeting

President, SMES Dr. Dilip Trivedi

Honorary Secretary, SMES Dr. Bharat Pathak

Principal Dr. Leena Raje, Chairperson

Vice – Principal Mrs. Archana Patki

QAC expert Shri. Uday Gaitonde

QAC expert Shri Sunil Mantri

Member Coordinator Ms. Madhavi Sathe

Member Dr. Usha Mishra

Member Dr. Shobha Dedhia

Member Ms. Ashwini Prabhu

Member Dr. Avaneesh Bhatt

Member Ms. Darshana Buch

Member Dr. Gouri Mohan

Member Dr. Jyotsana Lal

Member Ms. Vaishnavi Kamat

Member Dr. Shubhangi Kulkarni, Coordinator, MCom

Member Ms. Reshma Murali, Coordinator, MA, Counselling Psychology

Special invitee Dr. Mala Pandurang, Principal, Dr. BMN College of Home Science

Special invitee Mr. T.M Jethani, Principal, SMES Law School

Special Invitee Mrs. Renuka Prajapati, HoD Economics

Student member Ms. Prachi Mungekar, MCom

**Leave of Absence was granted to**

QAC expert Dr. Beena Inamdar

Special invitee Dr. Vatsalaben Trivedi, Senate member, SNDTWU

Member Mr. Ravi Warik

Member Mr. Ravi More

**Agenda Item no 1:**

Minutes of the previous meeting scheduled on 13/02/2020 were read and approved.

**Agenda Item no 2:**

Report of the college activities

Dr. Leena Raje presented activities conducted by staff and students during the lockdown period:

**Academic Activities:**

Sudden announcement of lockdown left us initially in a shocked state but we soon picked up and re-established our connection with the students. Third year syllabus was completed and examinations were about to start but for our 1st year students, teaching was not over. So we started with Live Streaming of Classes, Online Assignments/Quiz/Test Series and Online Course Materials Distribution. Students' participation in Webinars And their Participation in National Day Celebrations was also the main focus of activities during this period to keep them in touch with the college.. All Social Platforms were extensively used for this purpose.

**Digitisation:**

To meet the challenges created by the lockdown situation regarding use of Digital platforms and to familiarise teachers with these techniques, Various College departments Organised following Webinars successfully. These received good responses from students and staff fraternity.

- Bcom-AFI- Tax Planning and Investments, April 24. 2020 and April 25, 2020
- BMS- A Gateway to Digital Pedagogy, April 26,2020
- IQAC-Digital Training Platforms, April 30,2020 to May 02, 2020
- Psychology-Mental Health during Lockdown, May 06,2020

**Implementing Autonomy:**

Utilization of CPE and Autonomy Grant for the Year 2019 -2020: CPE grant for this academic year has been appropriately utilised. Certificate to this effect has been given by the Committee which visited the college on 17<sup>th</sup> February 2020. Utilisation Certificate for the same will be sent to UGC Delhi in due course of time.

Under Autonomy, following meetings have been organised during this period for enhancement in academic working, syllabus restructuring as well as some add on programmes:

BoS: Economics, BMS, BAMB

Departmental meetings: Psychology, Accountancy, Sociology, Hindi, Economics, English, Marathi, BMS, BAMB, MCom

HoDs and Coordinators: 02

PG Courses teachers: 01

**Social Connect with Students**

Counselling Cell Initiative: An important mental health initiative was initiated by our counseling centre Samvedana to help staff and students cope up with the Pandemic and related stress by posting positive messages with activities on the whatsapp groups.

A survey was conducted by the Dept. of Commerce to find out how the students are coping with the Pandemic and what problems they are facing so as to mentor them effectively. Dr Mantri and Dr Pathak while appreciating the activity suggested that such activities should be backed up by proper follow up and support to those who are under duress.

### **Participation of Teachers in various activities:**

Many Teachers attended Webinars organised by IQAC Cluster, India. Their details are as follows:

- 4 teachers: National Webinar on Fundamentals of Outcome based Education on 20-3-2020
- 16 teachers: Role of IQAC in College Website Design and Management on 3-4-2020
- 1 IQAC member: New Accreditation Frame-work of NAAC 14 to 16-4-2020
- 2 teachers: Role of Non-Teaching Staff in IQAC Working NAAC Accreditation and Assessment on 4 to 7-5-2020
- 2 teachers: Understanding and Tackling a few Unattended Areas of the NAAC Assessment on 8 to 10-5-2020

### **Other college Activities:**

- Dr. Beena Inamdar, our External QAC expert conducted a workshop for the non-teaching staff on 23-8-2019 which was well appreciated by the participants. She conducted an orientation on Administrative Audit for the Administrative staff on 13-2-2020.
- A workshop on “Team Building through EQ” for non-teaching staff and workshop on “Personal and Professional Effectiveness through EQ” for teaching staff by Dr. Vipul Vyas- motivational speaker.
- 18 teachers completed different online courses on various topics on Swayam and MOOC portal.
- 6 teachers attended workshop series arranged by Dept. of Education Technology, SNDTWU on Techniques in Teaching Learning and Evaluation.
- Department of Psychology attended/conducted special training programme on the Nuances of Tele Counselling 5-5-2020
- The Dept. of M Com arranged a session for teachers for Maintaining Fitness during Lockdown by Dr. Hemali Mehta, Physiologist which was accompanied by a demonstration and work out for the teachers.
- The Dept. of Psychology, Hindi, MCom, Home Economics have been guiding PG students for dissertations.

### **Agenda Item no 3:**

Suggestions for the preparation required for the new academic year in view of the COVID 19 lockdown were discussed by the committee as follows:

- Admission for fresh students and current students- attracting students, Fees and related issues should be looked into carefully with empathy.

- Considering Safety of students/ teaching, non-teaching staff, canteen- sanitation, cleanliness, precautionary measures, creating awareness is very important.
- Preparing for On-line teaching, learning, evaluation- e-content, innovative evaluation
- For smooth operation of daily activities proper time table need to be planned
- Budgeting and fund reallocation for extra activities to be done.

**Agenda Item no 4: Any Other matter with permission of the Chair**

Dr Mantri expressed his observation that the meeting was conducted in the CDC format. Objectives and plans of IQAC with the action taken should be discussed in the last meeting of the year. The principal assured him that next meeting onwards the exact format will be followed. He also suggested that these meetings be conducted on platforms like Google Meet so that there is no time restriction. Dr Raje responded to this by saying that college is in the process of purchasing G-Suite, 20 email I D package for this purpose as well as to enhance the preparations for Hybrid education.

Dr Gaitonde appreciated the principal and the team for good work in spite of the pandemic and suggested that the present 30th rank of the college at the state level as per the survey done by Education World can be improved by taking further good efforts. He also suggested that college should start preparing for the next NAAC cycle by allotting the work as soon as possible. The meeting ended with a vote of thanks to the chair.