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: Tuesday, October 22, 2024
Time: 3.00 PM
Platform: Online (Zoom Platform)

The following members were present for the meeting:
Dr. Archana Patki, Chairperson
Dr. Bharat Pathak, Hon. Secretary, SMES
Dr. Avaneesh Bhatt, Coordinator

QAC Experts:
Prof Mira Desai, External Peer Team Member
Prof Mala Pandurang, External Peer Team Member
CA. Huzaifa Nampurwala, QAC Expert (Industry Representative)

Members:
Mrs. Renuka Prajapati
Prof. Shobha Dedhia
Prof. Daksha Dave
Dr. Madhavi Sathe
Ms. Ashwini Prabhu
Dr. Sarita Kasaralkar
Dr. Jyotsana Lal
Dr. Shubhangi Kulkarni
Ms. Soumya Nichani
Ms. Hemlata Kumar
Mr. Ravindra Warik - Junior Clerk
Mr. Ravi More - Junior Clerk
Ms Pallavee Joshi, Alumna
Ms Pragati Tiwari, Current Student, SYBCom

Leave of Absence was granted to the following members:
Dr. Dilip Trivedi – President SMES
Dr. Avinash Deolekar - QAC Expert
Dr. Navin Punjabi - QAC Expert

The meeting began with Dr. Archana Patki, Principal, greeting all the members and inviting Dr. Bharat Pathak to welcome the present members on behalf of the management. Dr Pathak welcomed and also requested the experts to visit the college personally and suggest improvements. He also congratulated the head and the team for shaping the future of the students

Dr Patki appreciated the efforts of all criterion members and added that Yuva Mahotsav, held in collaboration with SNDTWU, was a grand success, and CAS promotion of three faculty members was carried out successfully. Dr. Avaneesh Bhatt, IQAC Coordinator, thanked Prof Mira Desai and Prof Mala Pandurang for joining the meeting. Dr. Bhatt further briefed about changes in the structure of NEP 2020, which will give students an opportunity to study three subjects before making the choice of a Major course. He appreciated criterion I and II members and especially the examination committee for quickly adapting to the changes and upgrading the infrastructure.

Agenda No. 1: Confirmation of minutes of meeting held on May 24, 2024, and Matters arising out of the minutes

Avaneesh Bhatt requested members to confirm the minutes of the meeting held on May 24, 2024. The minutes were confirmed unanimously, by the members without ensuing discussion on any matter.

Dr. Bhatt invited the criterion facilitators to present criteria wise plan/reports

Agenda No. 2: Criteria wise plan/reports for the academic year

Criterion I: Curricular Aspects

Facilitator: Prof Daksha Dave and CA Soumya Nichani
Members: Ms Shagufta Memon and Dr Rashmi Tupe

Ongoing Tasks:
1. Analysis of the feedback on syllabi received from stakeholders for the academic year 2023-24
   Status: Feedback collection is completed and Analysis is being carried out.
2. Compilation of Data for the AQAR 2023-2024
3. BMS Programme under AICTE:
   Status: Based on the curriculum framework received from AICTE a separate syllabus has been designed for the BMS Programme.
   BOS meeting will be held to seek approval and then presented for AC Approval.

Task I: Implementing NEP in Semester II and IV
Deadline: April 2025
Subtasks:
A. Redesigning course structures
B. Holding meetings with the teaching staff
C. Holding orientation talks in relevant classes
Current Status:
A. Redesigning of course structures is in process

B. Two meetings with the staff held; Two more required
C. Students' orientations planned in November 2024

Task II: Program Objectives & Outcomes (PO), Program Specific Objectives and outcomes (PSO)
Deadline: April 2025
Subtasks:
A. Holding meetings with teaching staff
B. Framing the PO for faculties of Commerce and Humanities
C. Framing the PSO for the different programmes under the faculties of Commerce and Humanities
Current Status:
A. Two meetings with the staff held; more will be conducted as may be required
B. PO for Faculty of Commerce are finalised. PO for faculty of Humanities is in progress.
C: PSO from faculties of Commerce and arts are being finalised.

Criterion II: Teaching, Learning and Evaluation

Facilitators: Dr. Sarita Kasaralkar and Ms. Hemlata Kumar
Members: Dr. Swati Mohite, Ms. Nikhila Parab and Rufi Siddique

Ongoing Task:
1. Collection of data related to the innovative methods used by faculty in teaching and evaluation.
2. Analysis of Teacher Assessment Questionnaire for the academic year 2023 -2024.
   Status: Analysis of three departments has been completed.

Completed Tasks of the year:
1. Collected feedback about courses conducted in Academic Year 2023-24 from parents. (Completion Date: 31 July 2024.)
2. Graduate Attributes for the institution drafted. (Completion Date: September 30, 2024)

Task I: Collection & analysis of Teacher Assessment Questionnaire
Deadline: May, 2025.
Subtasks:
   A. A need to modify the mechanism to gather maximum responses from students.
   B. Separate links to be created for collecting data
   C. Analysing the data.
Current Status:
   A. The mechanism for collecting responses have been modified
   B. Creating links for data collection.

Task II: Mentor - Mentee data collection
Deadline: April, 2025.
Subtasks:
   A. The previous form needs to be modified.
   B. A slot to be allotted for mentoring in the time table
Current Status:
   A. The previous form has been redesigned with some minor changes.

Task III: Collection of data for Student Satisfaction Survey
Deadline: April, 2025.
Subtasks:
   A. Separate links to be created for collecting data
   B. Analysing the data.
Current Status:
   A. Creating links for data collection.

Task IV: Identification of advanced and slow learners
Deadline: January, 2025.
Subtasks:
    A. Applying test to identify advanced and slow learners
    B. Workshops/lectures to be organised for the learners.
Current Status:
    A. Framing slots to apply the test.

Task V: Organising Faculty Development Program:
      Proposed topics - Innovative Pedagogical Techniques/Effective use of Technology in Teaching/ Assessment and Evaluation Methods/ Teaching for Critical Thinking & Problem Solving
Deadline: February, 2025
Subtasks:
    A. Preparing a proposal
    B. Organising FDP
    C. Analysing the outcome
Current Status:
    A. Proposal preparation.

Task VI: Mapping of Course and Programme Outcomes
Deadline: January, 2025
Subtasks:
    A. Organising workshops of mapping
    B. Collecting the data from the departments
    C. Designing question papers based on it.
Current Status:
    A. Identifying a resource person for the workshop.

Task VII: Conduction of semester-end examinations
Deadline: October, 2024 & April, 2025
Subtasks:
    A. Conducting exams & moderations for all the programs
    B. Drafting policies & SoPs related to examinations
    C. Revision of examination fees & fine
Current Status:
    A. Completed semester III, V fresh & VI repeaters exams.
    B. Semester - I exams under NEP have started.
    C. Policies & SoPs have been drafted and are in the approval stage.
    D. Examination fees & fines have been revised and approved in the Finance Committee meeting.
Completed Tasks of the year:
    A. Academic calendar for all the programs was designed; it was approved in the Academic Council meeting.
    B. A separate academic calendar for Bachelor of Management Studies (under AICTE) program is designed.

Criterion III: Research, Extension and Consultancy

Facilitators:Dr Archana Patki and Renuka Prajapati
Members: Dr Hiralal Bhosale,Dr Shital Mandhare, Ms. Shweta Jagad, Dr Vrushali Choughule
Ongoing Tasks:
    1. Publications by Faculty members.
        Status:
        Books   - 3
        Paper Publications   - 6
        Book review   -

Articles   -
Posters   -
2.   Research Projects   - 5
3. Extension and outreach activities
4. Collaboration and Linkages
5. IPR Awareness Sessions

Task I: Encouraging creative and scientific thinking among faculty and students.
Deadline: April 2025
Subtasks:
Platforms for Publications
A. Concept
B. Surbhi
C. Palvi
D. Beacon
E. Srujan
F. Postscript
 G. Inquest
 H. Meteor
 Current Status:
 A. Concept Published
 B. Collection of Papers / Articles by Depts/Criteria

 Task II: Workshops on Creative Thinking
 Deadline: February 2025
 Subtasks:
  Creation of modules and Exercises on Creative Thinking.
  Development of Facility - A Creative Thinking Laboratory
 Current Status:
 A. Planning and Designing
 B. Procuring Tests/Game
 Challenges, if any: Space Allocation

Task III: Workshop on Availing Funding for Research
Deadline: January 2025
Subtasks:
A. Preparing a proposal
B. Organizing the workshop
C. Assessing the outcome
Current Status:
A. Proposal Preparation

Task IV: Encouraging Research Projects
Deadline: December 2024
Subtasks:
A. Encouraging faculty members
B. Receiving proposals - November 2024
C. Allocation of funds.
Current Status:
A. ongoing projects
B. 2 proposals -submitted
Challenges, if any: Faculty focus on teaching, student-development activities and extension activities relegates research to the background.

Task V: Raising Awareness about Intellectual Property Rights
Deadline: March 2025
Subtasks:
A. Workshop for faculty on Applying for Patent

B. Talk on IPR and Screening of Social Media Videos.
Current Status:
A. Workshop scheduled for January 2025

Task VI: Creation of Innovation Ecosystem
Deadline: April 2025
Subtasks:
 A. Provision of Infrastructure for Display and sale of Products.
 B. Linkages with dedicated Centers for Entrepreneurship and Incubation.
C. Center for Life Skills Training.
D. Training for Upskilling and Reskilling of Students/Alumni

Task VII: Earn revenue from Consultancy and Corporate training
Deadline: April 2025
Subtasks:
A. Training program for teachers to undertake consultancy
B. Training program for staff for supporting consultancy
C. Actual corporate training / consultancy
Current Status:
A. Planning stage
B. Policy Approved by the management
Challenges - Time constraints of teachers due to numerous responsibilities

Task VIII: Extension Activities by Departments
Deadline: April 2025
Psychology Department - Rural and Tribal Outreach
Hindi Department - Prisons inmates
Marathi Department - Shraddhanand Mahila Ashram
Sociology Department - Helpage India
English Department - English E- Teach Project
Economics Department - Vanicha Pada Tribal

Completed Tasks of the year:
1. 'Concept' the research paper journal - published on 5th September 2024.
2. Research papers published by teaching staff in this term- 8
3. Consultancy Policy approved on 12/06/2024 by the Governing Council.
4. Screening of IPR Social Media Videos.

Criterion IV: Infrastructure and Learning Resources

Facilitators: Ms Ashwini Prabhu
Members: Ms Kiran Jadhav, Ms Nidhi Savai, Mr Shahid Ansari

Ongoing Task:

- Activities for promoting the use of library and its resources
  Status: Regular Book Displays organised through out the first semester
- Updating the users' data for computerised user records management
  Status: Barcoding of Identity cards and issuing of bar-coded library cards in progress
- "*Vachan Katta*" - Book Reading sessions for the non-teaching staff
  Status: Two sessions organized in the 1st semester with good response

Task I: Increasing the student library usage Deadline: Throughout the year
Subtasks:
 A. Organizing activities to augment the library use

B.   Holding orientation sessions in relevant classes

Current Status:

Planning and proposal preparation in progress

Work of library card distribution in progress

Students' orientations planned in November 2024

Task II: Increasing the teachers library usage Deadline: April 2025

Subtasks:

A. Organizing activities/sessions to augment the library use - particularly the online research databases

Current Status:

A. Planning and proposal preparation in progress

Challenges, if any:

Time constraints of teachers

Task III: Newspaper reading Stands in the foyer for staff and students

Subtasks:

A. Obtaining Management Permission

B. Procurement of stands

C. Encouraging optimum use

D. Increase the no. of newspapers subscribed planned post Diwali Vacations

Current Status:

A. Management Permission received.

B. One stand received a second awaited.

C. Few members have already started using the facility, more are to be encouraged

Task IV: E-Content Development for teachers Deadline: April 2025

Subtasks:

A. Organizing session to motivate and guide teachers for E-Content development

Current Status:

A. Planning and proposal preparation in progress

Challenges, if any:

A. Time constraints of teachers

Completed Tasks of the year:

Renovation of the Examination Cell (room no 1) was completed on 19 September 2024.
The examination cell is now fully functional with the following facilities:

● Ample space for document storage

● Storage now have special, strong locks

● Facilities for sealing, bundling, moderation in the cell itself

● A Printer- Copier- Scanner

● Paper-shredder for confidential document destruction

● Dedicated internet connection for the examination cell

Criterion V: Student Support and Progression

Facilitators: Dr Shubhangi Kulkarni and Dr. Jyotsana Lal
Members: Dr. Seema S, Dr. Rekha, Ms. Deepali, Mr. Sachin, Ms. Kinnari, Ms. Vedashree Bhagwat

Ongoing Task:

- Collecting placement data for year 2023-24 from various departments

- Collecting Students progression data for year 2023-24 from various departments

- Collecting Freeship and Scholarship data for year 2023-24 from various departments

- Collecting Sports and Cultural achievement data for year 2023-24 from various departments

- Designing questionnaire for SY students on their requirement related to workshops and lectures relevant to placements

- Mental Health awareness month going on under Life Skill programmes

Task I: TechnoServe Training for TY students across faculties
Subtasks:
  A. Orientation was conducted on 24th September 2024
  B. The first round of online interviews was conducted on 26th September
  C. 2nd round of offline Interview was conducted 30th September 2024
  D. Total forty-five (45) students were selected for TechnoServe
Current Status: Batch started on 21st October 2024. This will be followed by campus interviews.

Task II: Interview by STRIDERS Ltd. for part time jobs
Sub-tasks:
  A. PG students were motivated to attend the interviews
  B. 8 students attended the same
  C. 2 students were selected
  D. These students will be joining from 22nd Oct 2024 & getting a stipend of 10,000/- per month
Task III: Life skill training for students across the faculties
Subtasks:
  A. PCOS Awareness Month and Suicide Prevention sessions across year
  B. Emotional regulation, Problem Solving, Decision making, Love and Relationships and Exam Stress and Study skills workshops will be conducted in the 2nd term of Academic Year 2024-25.
Completed Tasks of the year:
  1. **Workshop for students on Enhancing Leadership Qualities:**
     A. Workshop on 'Lead the Future' was conducted on 8th Oct 2024.
     B. Mr. Jignesh Sanghvi conducted the workshop
     C. 28 students attended the same
  2. Scholarship Awareness Week:
Assistance regarding Application for Government Scholarships, Domicile and Income Certificates provided to students from 30th september to 7th October 2024.
  3. Conducting Reskilling and upskilling workshops for Alumni

All the departments conducted workshops for their respective alumni on various topics such as Role of Cyber Security in Modern commerce, Careers in Accountancy after M.com, Career in Social work etc.

4. Life skill training for students across the faculties:

A. Pride Month Sensitisation: Pride Month Sensitisation sessions revolved around the concept of Mental Health awarness about LGBTQ community and the difficulties faced by the community. It was completed in the month of June 2024.

B. Self awareness - This topic helped all the students understand themselves on a deeper level. Their strengths-weaknesses, likes-dislikes, the high and low point of their personalities and improvement plans were introduced. All the sessions were completed in the month of July 2024.

C. Goals setting - Goal setting was mainly focused from the career point of view wherein students were introduced to various types of goals such as short term- long term, qualitative - quantitative, Social -Personal etc. All the sessions were completed in the month of August-September 2024

Criterion VI: Governance and Leadership

Facilitators: Dr Avaneesh Bhatt and Madhavi Sathe
Members: Mr Shahjahan Khan and Dr Prashant Deshpande

Ongoing Tasks:

1. Collection of certificates of courses (FDP and so on) completed by teachers:
   Status: Certificates added since the last meeting: 03
2. Building a repository of data about programmes and events in Evernote
   Status: Data is being uploaded as per event (Additional 265 notes recorded. Total number of notes: 875)
3. Tagging of data saved in Evernote: 150 more notes have been tagged;
   Status:
4. Template in MS Word for Event data
   Status: A template is prepared to collect data for every program with date, number of attendees, organisers, venue and other details (Data for 74 Events noted)
5. Timetable preparation for Semester II, IV and VI
   Status: Preparations underway

Task I: Generating ABC ids of students and uploading the data on National Academic Depository (NAD) portal
Deadline: December 31, 2024
Subtasks:

A. Generation of ABC ids
B. Formatting the data
C. Uploading the data

Current Status:

A. Almost all TY students of the current batch have ABC ids
B. ABC ids of the batches that passed in 2023 are generated and we have the record
C. Generation ABC ids for FY and SY is going on

Challenges, if any:

A. Office is overworked: We have decided to provide them with two MCom students who would help them in the preparation of data; the students will be paid for the work.
B. Training Required: Staff and students may require training in completing the job; one training session took place on October 8, 2024; more will be held in due course.

Task II: Inclusion of the Marginalised Communities (Deadline: 15 December)
Subtasks:

A. Setting up 'SC ST Inclusion Cell'
B. Identifying the place and provide facilities there

Current Status:

A. Place identified for the cell
B. Two desktop computers installed; one more computer yet to be installed

Task III: Improvement in Digital Data Management and Security (Deadline: 15 December)
Subtasks:
A. Approval of the hardware purchase
B. Installation of the hardware
Current Status:
A. Budget of Rs 1,71,041/– approved for purchasing PoE switches, access points and routers approved
B. Purchase and installation will be completed by 15 December 2024

Task IV: Academic Audit by External Experts for AY 2023-24 and 24-25 (Deadline: 10 March 2025)
Subtasks: A. Review of the format; revision of the format, if required

Task V: Administrative Audit by External Experts for AY 2023-24 and 24-25 (Deadline April 30, 2025)
Subtasks: A. Preparing the office for the audit 2. Fulfilling suggestions made during internal committee members audit.

Task VI: Publicising Revised Vision Mission Statements and Objectives (Deadline: December 20, 2024)
Subtasks:
A. Getting vision mission statements printed on acrylic sheets and papers; also written on wooden boards and walls
B. Proper display of the statements and introducing them to students
Current Status:
A. Budget for PoE switches, access points and routers approved

Completed Tasks:
1. Timetable Committee prepared the time table for Semester I, III and V (Date of Completion: August 20, 2024)
2. Streamlining fee-installment applications: Students now apply for the facility and then their parent or guardian signs a declaration about fee payment. Documents are maintained by the vice principal. (Completion Date: 31 July 2024.)
3. Administrative Audit 2023-24 (Completion Date: 4 June 2024)
4. Orientation programmes for students, especially about NEP course structures (Completion Date: August 10, 2024)
5. Facilitating the introduction of BMS programme under the aegis of AICTE. (Completion Date: September 2024)
6. CAS promotion interviews of three faculty members completed. All interviews conducted; files are at the last stage of signature for pay fixation.

Criterion VII: Institutional Values and Best Practices
Facilitator: Dr. Shobha Dedhia
Members: Dr. Hina Shah, Ms. Shanti Sheshadri,, Dr. Hiralal Bhosale, Ms. Sonal Mane and Ms. Nidhi Savai

Ongoing Task
- Campus Beautification-
- Planted small trees on the college campus with the help of students.
- Green Audit was completed last academic year for the college and is now due for completion for this year.
- Identified best and innovative activities practiced by all the college departments by

collecting the data of commemorative days.

Task II: Waste –Management and Energy Conservation
    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 Sanskaar India Foundation.
    C. Energy Conservation–Observing No Lift Day from 2022.

Completed Tasks of the year:
1.   Divyangjan friendly environment:
    A. Created Divyangjan window
    B. Identified special requirement related to washroom in the D-wing
    C. Construction of ramps at both the entrances of college buildings.
    D. Observed NO LIFT DAY on 11th September 2024.

2. Environmental activities:
    A. Conducted Seed Collection Drive, Growing Microgreens in the Food Lab, Plantation on terrace and near the gate of the college etc. completed in the current academic year.

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

CA Nampurwala appreciated the initiatives taken by the college to encourage newspaper reading habit and liked the idea of having easily accessible newspaper racks in the foyer. He added that the reading habit inculcated in college lasts for the rest of life. CA Nampurwala admired the plants and overall greenery on the college premises.

Prof Mala Pandurang appreciated the work carried out by the college and suggested to begin working on the ten assessment criteria of NAAC under the binary accreditation system, which will be soon implemented.

Dr. Pathak suggested circulating the presentation a day or two prior to members for their ready reference. He appreciated Dr. Patki, IQAC Coordinator Avaneesh Bhatt and all the facilitators for the presentation, wishing them good luck for the future.

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

Dr. Avaneesh Bhatt   Dr. Archana Patki
IQAC Coordinator   Principal