

SEVA MANDAL EDUCATION SOCIETY'S
SMT. MANIBEN M. P. SHAH WOMEN'S COLLEGE OF ARTS AND COMMERCE
(AUTONOMOUS)
NAAC Re-accredited Cycle 3 'B++' Grade CGPA
2.88/4 Recipient of UGC-CPE Grant (2016-2021)
Adjudged Best College 2017-18 by S.N.D.T. Women's University
338, R.A. Kidwai Road, Matunga, Mumbai – 400019

Minutes of the IQAC Meeting

Day and Date: Saturday, April 29, 2023

Time: 3.00 PM

Platform: Google Meet

The following members were present for the meeting:

Dr. Archana Patki, Chairperson
Dr. Bharat Pathak, Hon. Secretary, SMES
Dr. Avaneesh Bhatt, Coordinator

QAC Experts:

Dr. Navin Punjabi
CA. Huzaifa Nampurwala

Members:

Dr. Shobha Dedhia
Ms. Madhavi Sathe
Ms. Ashwini Prabhu
Dr. Jyotsana Lal
Dr. Shubhangi Kulkarni
Ms. Soumya Nichani
Ms. Vaishnavi Kamat
Ms. Hemlata Kumar
Mr. Ravindra Warik - Junior Clerk
Ms. Madhavi Pawar TYBA Marathi, Student Representative

Leave of Absence was granted to:

Dr. Dilip Trivedi – President SMES
Dr. Avinash Deolekar - QAC Expert
Mr. Ravi More - Junior Clerk
Ms. Namrata Vinod Suyani, Alumni

Dr. Archana Patki, Chairperson welcomed all the members for the meeting.

Agenda No. 1: Confirmation of minutes of meeting held on March 29, 2023, and Matters arising out of the minutes

Minutes of the meeting held on March 29, 2023, were confirmed unanimously by the

members without any ensuing discussion on any matter.

Agenda No. 2: Criteria Wise Progress of the Planned Activities

The criterion facilitators presented the report of the activities conducted since the last IQAC meeting and through the year.

Criterion I:

Sr No.	Proposed Plan	Actions Proposed	Timeline	Action Taken
1	Feedback form for stakeholders	<ul style="list-style-type: none"> Design student and parent feedback forms for curriculum Departments may further customise to the needs of their program 	Done ✓ September 2022 ✓	Data collected. and Analysed
2	Documentatio n of Curricular changes	<ul style="list-style-type: none"> Scan the minutes of BOS, AC and GB meetings Compile yearwise syllabi restructuring 	Ongoing	
3	Implementati on of NEP	<ul style="list-style-type: none"> Create NEP Implementation committee Orient faculty members Work faculty wise to create the framework Finalise credit distribution Reframe course objectives and outcomes based on category under which it is offered Prepare the Major and Elective guidelines for admission 	Done ✓ Ongoing Ongoing June 2023	<ul style="list-style-type: none"> Faculty-wise orientation conducted Created buckets of courses under each category NEP structure presented and approved in AC All the departmental heads have been working on preparing their course frameworks

Criterion II:

Sr No.	Proposed Plan	Actions Proposed	Timeline	Action Taken
1	Format for Bridge & Remedial course	Structured format for bridge and remedial courses is designed by AAC and is shared with the departments	August, 2022 ✓	Process of collecting feedback and report
2	Session on “Reforms in Assessment under Autonomy”	Dr. Vinita Pimpale - IQAC Coordinator, R.A. Podar College of Commerce & Economics (Autonomous)	January, 2022 ✓	Additional point in examination policy for special cases
3	Session on “Effective Assessment through Rubrics”	Dr. Vinita Pimpale - IQAC Coordinator, R.A. Podar College of Commerce & Economics (Autonomous)	December, 2022 ✓	Process of designing Rubrics
4	National Level Seminar - Experiential Learning in context with NEP 2020	Criterion II in collaboration with the Department of Commerce	October 2023 (Ongoing)	
5	Student Satisfaction Survey	Collecting feedback	Ongoing	

Criterion III:

Research				
Sr No.	Proposed Plan	Actions Proposed	Timeline	Action Taken
1	Srujan	<ul style="list-style-type: none"> Continuing to encourage creative & scientific endeavours of the student ✓ 7+1-Academic and 7+1- Non-Academic Articles https://mmpshahcollege.in/srujan.php 	Ongoing	1 academic and 1 non-academic article added
2	Departmental Publications	<ul style="list-style-type: none"> Psychology Dept- Beacon https://mmpshahcollege.in/images/pdf/BeaconApril2023.pdf 	April 2023	

3	Literary Magazine	<ul style="list-style-type: none"> Hindi Dept- Publication Publishing a quarterly magazine by the language departments- Marathi Department 	<p>April 2023</p> <p>May 2023</p>	Hindi Dept. published Surabhi 2022-2023
4	Teachers' Career Development Action Plan	<ul style="list-style-type: none"> Encouraging the teachers to create a career development action plan and pursue the next step in their career ✓ 	Ongoing since last year	CDAP are invited
5	Research Activities	<p>Encouraging Presentations and Publications:</p> <ul style="list-style-type: none"> Concept: Peer-Reviewed Journal with ISSN 	May 2023	5 Paper presentations
		<p>Research projects: Support for more minor researches Making resources available to bring up quality of research (Research Centre) ✓ Resources mobilisation from academic bodies, research funding organisations (Minor and major researches applied to ICSSR) ✓ 1 Major and 2 Minor</p>	Through the year	3 proposal received
		<p>Patents Arrange Lecture series ✓</p>	April 2023	Dr. Daksha Dave - Lecture on Patent Registration
Extension & Outreach Activities/ Consultancy				
6	Economics Department: "Need-based survey at Vanicha Pada, Aarey Colony"	<ul style="list-style-type: none"> Analysing obtained data ✓ Hindi Dept & NCC ✓ Psychology Dept Creating financial awareness in tribal area 	<p>Done April 2023</p> <p>May 2023</p> <p>May 2023</p>	Report

7	Efforts to get consultancy	<ul style="list-style-type: none"> Draft of consultancy policy prepared. Adding our teachers details on the website to attract consultancy 	Ongoing	
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Criterion IV:

Sr No.	Proposed Plan	Actions Proposed	Timeline	Action Taken
1	Continuing with activities for enhancing the use of library	Independent as well as collaborative activities with the departments	Through the year (2 activities per semester)	<p>Marathi Dept. in collaboration with GO Shah Library organised a Program Titled “Sada Bahar Vasantosav” for FY BA Students in April 2023</p> <p>Book Review competition for Faculty members titled “Bookworm23”, jointly organised by Postscript:A Literary Forum and Shri G.O. Shah Library in May-June 2023</p> <p>Department of Commerce in collaboration with library has conducted book reading sessions for FY B.Com students on Successful entrepreneurs and assignments given for the same (April 23)</p>
2	Creating awareness about about use of online learning resources	<p>Sessions on use of INFLIBNET N-List, National Digital Library of India, Open Access Resources, etc</p> <ul style="list-style-type: none"> Session for PG Psychology students 	One workshop per semester	Will be taken up in Next semester

3	Motivating the teachers to create E-Content	Workshops for the Teaching Staff on E-Content Creation/ Lecture Capturing	One workshop per semester April 2023	Workshop on E-Content Development covering NAAC Guidelines, Effective Presentations and Technical Aspects conducted for staff on 28th April 2023
4	Streamlining Various Policies and SOPs	To revise policies for optimum utilization of infrastructural facilities such as Smart Classrooms, Computer Labs, AV Room etc	Ongoing	In process
5	Updation of floor plans	To revise and update the floor wise plans in line with the infrastructural developments	Ongoing	In Progress

Criterion V:

Sr No.	Proposed Plan	Actions Proposed	Timeline	Action Taken
1	Soft Skill activities/ Life Skills/ Entrepreneurial Skills	<ul style="list-style-type: none"> To enhance Entrepreneurial Skills of students Using Behavioural science to make better decisions Resume writing and interview preparation 	June to Oct 22 9th February 2023 17th March 2023	Workshops on chocolate making, sandwich making, Lip balm making, Party Starters (25 students in each workshop) Mr. Sandeep Ohri, Behavioural scientist (250 students) CIBII HR Support Team delivered lecture (50 students)
2	Placement Cell Activities	<ul style="list-style-type: none"> Pre placement Talk on Cabin Crew as a career 	16th Jan 2023	Talk By Big Circle consulting Mumbai

		<ul style="list-style-type: none"> • Career Endeavour after Graduation and Post Graduation • Placement of TY BAFI students • Campus interview by Starbucks across faculties • Campus Interview for M.A Counselling Psychology • Career in Accountancy 	<p>15th March 2023</p> <p>1st April 2023</p> <p>9th April 2023</p> <p>14th April 2023</p> <p>25th April 2023</p>	<p>Workshop conducted, 40 students attended</p> <p>25 students placed in IDBI Bank</p> <p>20 girls applied, 4 were selected</p> <p>10 students applied, 2 were selected</p> <p>Workshop for Bcom Students (150)</p>
3	Sports Achievements	<p>FENCING – Inter collegiate tournament</p> <p>– Ms. Supriya Shaka (T.Y. BMM) 1st place</p> <p>– Ms. Bhagyashree Parsekar (F.Y. B. Com) 2nd place</p> <p>KABADDI</p> <p>ZEAL WON 1st place ORGANISED BY GURU NANAK COLLEGE OF ARTS SCIENCE, AND COMMERCE.</p> <p>Pranali Rasal - 1st place carrom single From FYBAMM</p> <p>Namra Shaikh and Pranali Rasal - 1st place Carrom (Double) From SYBAMM</p> <p>Two girls were selected for west zone Inter University Cricket Championship held at Odisha from 10 th march to 18 th march,2023</p> <p>1. Tina Bhosale {MABMM}</p>		

		2. pranali Rasal (FYBAMM) MMP shah Students 1 st time participated in MUMBAI CRICKET ASSOCIATION TOURNAMENT in March 2023
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Criterion VI:

Sr No.	Proposed Plan	Actions Proposed	Timeline	Action Taken
1	Conducting students induction programmes through the year	Collaborate with AAC, Students Council and Mentoring Groups (visits, fun competitions, film shows, orientation programmes) Completed: *Orientation Programmes for all first year classes *Visit to Kala Ghoda Art festival for FYBA on 6-2-23	Through the year.	
2	Workshops for the Non- Teaching Staff	Contact Vivekanand Kendra for workshops on Yoga and Work Efficiency. *The first workshop ‘Yoga for Health and Efficiency’ was held on 16 September 2022 *The second workshop in April, 2023 (Team Building and Cooperation)	September 2022, April 2023	Workshop on ‘Motivation and Team Building’ for non-teaching staff was conducted on 27 April 2023.
3	Streamlining Various Policies	To revise and write policies for various processes (admissions, examinations and so on) *Finalised: Admissions Policy, Examinations Policy, Website Policy, Freeship-Scholarship Policy, Research Policy *Yet to be finalised: Students Council, Mentoring, Academic Activities	Through the year	
4	Revising Vision Mission Statements of the college	*Two preparatory workshops have been conducted by communication consultant Ms Suman Pai; several drafts of the statements are prepared with contribution from all faculty members. Since the NEP will be implemented from the year 2023-24, the		Final version of revised Vision and Mission statements have been submitted to the management. We are awaiting their feedback.

		vision, mission will need to be matched		
5	Faculty Development Programmes	Arrange workshops for teachers and non teaching staff on NEP; Arranging workshops for mental/physical well being *Teachers attended various workshops/talks on NEP * Dr Smriti Bhosale oriented teachers on curriculum structure	Through the year.	We have made inquiries for a resource person to orient the non-teaching staff about NEP.
6.	Document Compilation	* A central repository documentation was proposed. Evernote, a software, is regularly updated to maintain a record of documents. * Soft copies of certificates for various courses completed by faculty members are maintained from 2019-20. * A new format for data compilation is prepared and Ms. Pooja Makwana will be adding information about events as they take place	Ongoing.	
7	Wider adaptation of ACADEMiN software	Enrolment list and attendance will be maintained through ACADEMiN This needs to be worked upon as the software requirements will change with the NEP One webinar will be held on March 31, 2023 to better implement ACADENiN for admissions	September 2022.	Admin staff attended a webinar on ACADEMiN for admissions, March 31, 2023 An interaction with the ACADEMiN vendors was held on April 17, 2023 to understand how we can use the software better.

Criterion VII:

Sr. No.	Proposed Plan	Actions Proposed	Timeline	Action Taken
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1	<p>Waste – management</p> <p>(a) liquid and dry waste separation</p> <p>(b) E- Waste management</p>	<p>Dry and Wet Waste segregation</p> <p>MOUs with agencies for E-Waste Management</p>	<p>Ongoing since June 2022</p>	<p>Installed bins for dry waste on all floors and dry and wet bins near the canteen which needs to be monitored.</p> <ul style="list-style-type: none"> ●MOU with Therco - E-waste recycling company on 26th April 2022. Will install an E-waste bin and have a collection drive.
2	<p>Campus beautification and eco-friendly environment</p>	<p>Activities proposed</p> <ol style="list-style-type: none"> 1. Poster making 2. Reel making 3. Street Play with other colleges 4. Poetry competition on environment- 5. Wall painting competition & face painting competition 6. Save electricity campaign – No lift day once in quarter 7. Detoxification for 2 hours (Mobile Banned) 8. Tree plantation in college campus 	<p>Inter-collegiate Activities are scheduled in August 2023</p>	<p>MOU signed on 24th June 2022 with Maharshi Dayanand College parrel and Dr A M Pradhan College to conduct activities related to Environment Awareness like Elocution Competition, Debate, Visit to Nature Park, Relly etc.</p> <ul style="list-style-type: none"> ● Had a workshop on vertical gardening on 24th June 2022 and Students are motivated for indoor planting and kitchen gardening. ● Team of students (Environment Protection Brigade) identified for various forthcoming beautification projects. <p>Some more activities like Visit to Maharashtra Nature Park, Seed Collection Drive, Growing Microgreens in the Food Lab, Plantation on</p>

				<p>terrace and near the gate of the college etc. completed in the current year.</p> <p>Focused approach of Campus Beautification will be carried out by September – October 2023</p>
3	Divyangjan friendly environment	<ul style="list-style-type: none"> ● Will be continuing in Operations from July 2023 	<ul style="list-style-type: none"> ● Continued will be functional from July 2023. 	<ul style="list-style-type: none"> ● Created Divyangjan window ● Identified special requirement related to washroom in the D-wing
4	Revamping Students' Common Room	Facilities in the Students' Common Room	will be functional from July 2023	Indoor games, musical instruments and dance and Music coaching related matters are at the final stage
5	Energy Conservation	<ul style="list-style-type: none"> ● Will observe 'No Lift Day' once in a quarter Sensor based energy system in the library (Research Centre), will be operational from November 2023. ● Week long workshop on environment issues 	<ul style="list-style-type: none"> ● from Academic Year 2023-24. ● Workshop from 28th August to 2nd September 2023 	<ul style="list-style-type: none"> ● Observed 'No Lift Day' ● Identified area of Library for installing sensor-based energy utilization system
6	Human values and best practices	Lecture series for the topics not covered by departments to avoid repetition of activity	From July 2023	Have identified the area / topics for related workshops / lectures to be arranged. Also different departments are organising related activities on ongoing

				basis
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Agenda No. 3: Any other matter with the permission of the chair

Dr. Patki requested criteria heads to give requirements list so that the needful can be done in the vacation. Dr. Dedhia said that she would submit a list of requirements for criteria VII. QAC experts appreciated the good work completed by the institution. Dr. Avaneesh Bhatt announced 4th IQAC meeting to be held in middle or end of May, 2023 and thanked all the members for sparing their valuable time and for making suggestions. The meeting ended with a vote of thanks to the chair.

Dr. Avaneesh Bhatt
Coordinator

Dr. Archana Patki
IC Principal