

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

A meeting of the IQAC was held on **Wednesday, August 24, 2022**, at **11.30 AM** in the **AV Room**, in the offline mode.

The following members were present for the meeting:

Dr. Leena Raje, Chairperson
Dr. Bharat Pathak, Honorary Secretary, SMES
Dr. Gouri Mohan, Coordinator

QAC Experts:

Dr. Navin Punjabi
Dr. Avinash Deolekar

Members:

Mrs. Archana Patki, Vice – Principal
Dr. Usha Mishra
Dr. Shobha Dedhia
Ms. Madhavi Sathe
Dr. Avaneesh Bhatt
Ms. Ashwini Prabhu
Ms. Vaishnavi Kamat
Dr. Jyotsana Lal
Dr. Shubhangi Kulkarni
Ms. Soumya Nichani
Ms. Hemlata Kumar

Alumni:

Ms. Namrata Vinod Suyani

Student Representative:

Ms. Madhavi Pawar TYBA Marathi

Leave of Absence was granted to:

Dr. Dilip Trivedi – President SMES
CA. Huzaifa Nampurwala – QAC Expert

Special Invitee

Prof. Mala Pandurang- Principal, Dr. BMN College of Home Science
Mrs. Shilpa Shettigar – I/C Principal, Smt. SPG College of Nursing
Dr. Vatsala Trivedi
Ms. Rakhi Gadhav - I/C Principal, Smt. K.G. Shah Law School
Mr. Ravindra Warik - Junior Clerk
Mr. Ravi More - Junior Clerk

Dr. Gouri Mohan, IQAC Coordinator welcomed all the members for the meeting.

Agenda No. 1: Confirmation of minutes of meeting held on June 21, 2022, and Matters arising out of the minutes

Minutes of the meeting held on June 21, 2022, were confirmed unanimously by the members. There were no matters arising out of the minutes.

Agenda No. 2: Introduction and Welcome of the Members

The chairperson of IQAC, Dr Leena Raje, welcomed all new members to the IQAC. She appreciated Dr. Avinash Deolekar and Dr. Navin Punjabi for their continued support and contribution to the IQAC activities.

Agenda No. 3: Plan of Action for the A Y 2022 – 2023

The Criterion facilitators presented the plan of action for the year 2022-23:

Criterion I:

Sr No.	Proposed Plan	Actions Proposed	Timeline
1	Expert Session on NEP Mapping POs COs	<ul style="list-style-type: none"> Session on Mapping POs COs by Dr Moushumi Datta, Principal, Nagindas Khandwala College Session on Implementation of NEP – Dr Smriti Bhosale Dr Piyush Pahade 	12th September 2022 November 2022 December 2022
2	Feedback form for Industry feedback	<ul style="list-style-type: none"> Design a feedback form to be shared with departments for collecting feedback from industry experts regarding student skills and curriculum. Departments may further customise to the needs of their program 	November 2022
3	Feedback form for other 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
4	Documentation of Curricular changes	<ul style="list-style-type: none"> Scan the minutes of BOS, AC and GB meetings Compile yearwise syllabi restructuring 	Ongoing

Criterion II:

Sr No.	Proposed Plan	Actions Proposed	Timeline
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1	Structured Mentoring Format	<ul style="list-style-type: none"> Formal structure is ready Mentors have been allotted mentees 	10th July, 2022
2	Learning Level Test	AAC in association with departments will administer the test to identify advance and slow learners	15th September, 2022
3	Format for Bridge & Remedial course	Structured format for bridge and remedial course is designed by AAC and is shared with the departments	August, 2022
4	Session on “Reforms in Examination under Autonomy”	Dr. Vinita Pimpale - IQAC Coordinator, R.A. Podar College of Commerce & Economics (Autonomous)	November, 2022
5	Session on “Designing & Application of Rubrics”	Dr. Vinita Pimpale - IQAC Coordinator, R.A. Podar College of Commerce & Economics (Autonomous)	December, 2022
6	National Level Seminar - Experiential Learning in context with NEP 2020	Criterion II in collaboration with the Department of Commerce	January, 2023
7	Session on NEP 2020	Dr. Smita Shukla- IQAC Coordinator, University of Mumbai	February, 2023

Criterion III:

Sr No.	Proposed Plan	Actions Proposed	Timeline
1	Srujan	<ul style="list-style-type: none"> Continuing to encourage creative & scientific endeavours of the student 	Ongoing
2	Literary Magazine	<ul style="list-style-type: none"> Publishing a quarterly magazine by the language departments 	November 2022
3	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
4	Research Centre	Encouraging Publications: <ul style="list-style-type: none"> Compendium: Publish selected PG research papers Concept: Peer-Reviewed Journal with ISBN 	December 31, 2022 October 2022
		Research projects: <ul style="list-style-type: none"> Support for more minor research Making resources available to bring up quality of research Resources mobilization from academic bodies, research funding 	Throughout the year

		organizations	
		Patents: <ul style="list-style-type: none"> • Arrange Lecture series 	September 2022 onwards
		<ul style="list-style-type: none"> • Setting up of PhD Cell 	Inauguration: September 2022

5	Economics Department: “Need-based survey at Vanicha Pada, Aarey Colony”	Analyzing obtained data Creating financial awareness in tribal area (Aarey Colony)	Done Ongoing
6	Awareness activities by Department of Home Economics during Breastfeeding Week	Awareness Slogan on Breastfeeding Demonstration on Complementary Feeding Presentation on importance of Nutrition for baby and mother	August 06, 2022
7	Personality Development Course by Department of Management Studies	Facilitating a Personality Development course for Shraddhanand Mahila Ashram students	December 2022
8	Rural & Urban Outreach Programme by Department of Psychology	Workshops and aptitude testing will be carried out by teachers & PG students	January 2023- February 2023
9	Efforts to get consultancy	Draft of consultancy policy prepared. Adding our teachers details on the website to attract consultancy	Ongoing

Criterion IV:

Sr No.	Proposed Plan	Actions Proposed	Timeline
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)
2	Creating awareness about use of online learning resources	Sessions on use of INFLIBNET N-List, National Digital Library of India, Open Access Resources, etc <ul style="list-style-type: none"> • Session for PG Psychology students 	One workshop per semester 8th August 2022

3	Motivating the teachers to create E-Content	Workshops for the Teaching Staff on E-Content Creation/ Lecture Capturing <ul style="list-style-type: none"> Session on Audio Video editing techniques in collaboration with BAMB Dept 	One workshop per semester September 2022
4	Streamlining Various Policies and SOPs	To revise policies for optimum utilization of infrastructural facilities such as Smart Classrooms, computer Labs, AV Room etc	October 2022
5	Updation of floor plans	To revise and update the floor wise plans in line with the infrastructural developments	March 2023

Criterion V:

Sr No.	Proposed Plan	Actions Proposed	Timeline
1	Soft Skill activities	<p>Activities conducted:</p> <ul style="list-style-type: none"> Placement Cell in collaboration with Magic Bus selected TY students across faculties for soft skills programmes of 200 hours. Mrs. Nidhi Savai conducted a workshop on making an effective PPT for M.Com students. Ms. Vedashree Bhagwat conducted a workshop on Goal setting and Motivation for M.Com students. Ms. Akshita Mamani conducted a lecture on Interview skill for M.Com students. <p>Activities Proposed:</p> <ul style="list-style-type: none"> Organise a series of lectures on topics like Resume Writing, Answering interviews, email etiquette, motivation, Goal Setting, Time Management. Collaborating with Technoserve for Soft Skills Organising workshops to enhance Entrepreneurial Skills of students Encouraging students to put up stalls under Creations Encouraging our student entrepreneurs to put up stalls on weekends, in the foyer Organising a workshop on ‘ Making a Business Proposal’ 	July 22 - November 2022 3rd August 2022 5th August 2022 5th August 2022 Aug 22 - Feb 2023 August 22- Feb 2023 October 22 Every Weekend starting from August 22 September 22
2	Language and Communication Skills Program	<p>Activities conducted:</p> <ul style="list-style-type: none"> Mrs Milina Pareira conducted a lecture on English speaking and writing skills for M.Com students. <p>Activities Proposed:</p> <ul style="list-style-type: none"> AAC will identify students who are weak in English language through learning level test, Batches will be 	8th August 2022 September 2022

		started in Language Lab, Course is ready for the same.	
3	Strengthening TCCE: Competitive Exam guidance for career opportunities in Government jobs and private jobs	<p>Activities conducted:</p> <ul style="list-style-type: none"> BAFI department in collaboration with Akshya Foundation organised a lecture on “Career opportunities in Banking sector”. 106 students attended the same. <p>Activities Proposed:</p> <ul style="list-style-type: none"> TCCE will organise lecture series on various competitive exams UGC NET Paper I (2021) question paper solving series will be conducted by PG department of Commerce in association with Ascendance Academy. 	4th August 2022 October 2022 to February 2023 September 2022
4	Alumni Association registration	Meeting with concerned authority was done. MOU has been sent to management for finalization and approval.	October 2022
5	Parent and Student Orientation	Orientation of First Year students was organised by PTA: BMS- 2nd August BA Marathi- 6th August Dept. of Sociology- 6th August BA Hindi-6th August BA Psychology-20th August BCom- 8th August BAFI- 20th August BAMM- 25th July BA Economics: 5th August MCom- 2nd August	August 2022
6	Get Together with Alumni	<ul style="list-style-type: none"> A session on Skill development will be organised for Alumni Entrepreneur Alumni will be invited to conduct workshops for impairing skills. 	January 2023 December 2022 to February 2023
7	Life skills activities on Physical fitness, Health and Hygiene	<p>Activities conducted:</p> <ul style="list-style-type: none"> Home Economics department conducted ‘Breastfeeding Week’. Home Economics department in collaboration with Nutrition society of India (NSI, Mumbai Chapter) & Dr. BMN College of Home Science organised a seminar on “Yoga- A key to wellness of the body and mind” to mark International Yoga 	6th to 13th August 2022 22 June 2022 13th August 2022 10th August 2022

		<p>Day.</p> <ul style="list-style-type: none"> Mrs. Madhavi Sathe conducted a lecture on importance of Nutrition for MCom students. Dr. Sarita Kasaralkar conducted a workshop on pre-marital counselling for Mcom students. <p>Activities Proposed:</p> <ul style="list-style-type: none"> Lecture series on Physical fitness & Health will be organised for various departments. 	October 2022 to February 2023
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Criterion VI:

Sr No.	Proposed Plan	Actions Proposed	Timeline
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	Through the year
2	Workshops for the Non- Teaching Staff	Contact Vivekanand Kendra for workshops on Yoga and Work Efficiency. The first workshop to be held in September 2022	One workshop per semester
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 (To be finalised this year: Students Council, Mentoring, Academic Activities)	Through the year
4	Revising Vision Mission Statements of the college	Two preparatory workshops have been conducted; several drafts of the statements are prepared with contribution from all faculty members. The statements will be finalised soon.	September
5	Faculty Development Programmes	Arrange workshops for teachers and non-teaching staff on NEP; Arranging workshops for mental/physical well being	September; through the year
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 is maintained from 2019-20.	Ongoing
7	Wider adaptation of ACADEMiN software	Enrolment list and attendance will be maintained through ACADEMiN	September 2022

Criterion VII:

Sr No.	Proposed Plan	Actions Proposed	Timeline
1	Waste – management (a) liquid and dry waste separation (b) E- Waste management	<ul style="list-style-type: none"> ● Separate bins install near canteen for and all floors for collecting waste ● MOU with Therco- E- waste recycling company on 26th April 2022 	Ongoing since June 2022
2	Campus beautification and ecofriendly environment	<ul style="list-style-type: none"> ● MOU signed on 24th June 2022 with Maharshi Dayanand College parel and Dr A M Pradhan College to conduct activities related to Environment Awareness like Elocution Competition, Debate, Visit to Nature Park, Relly etc. ● Had 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 project 	<p>Inter collegiate Activities are scheduled in December 2022 and January 2023 Students have created low budget vertical gardening in the college entrance passage in July 2022.</p> <p>Students have grown microgreens in the Food Lab of the college in August 2022</p>
3	Divyangjan friendly environment	<ul style="list-style-type: none"> ● Created Divyangjan window ● Identified special requirement related to washroom in the D wing 	<ul style="list-style-type: none"> ● Operational from June 2022 ● Will be operational from November 2022
4	Revamping Students' Common Room	Indoor games, musical instruments and dance and Music coaching related matters are at the final stage.	Students' Common Room will be functional from November 2022
5	Energy Conservation	<ul style="list-style-type: none"> ● Observe 'No Lift Day' ● Identified area of Library for installing sensor-based energy utilization system 	<ul style="list-style-type: none"> ● 12th July and planned to observe every 3 months ● Sensor based energy system in the library

			(Research Centre), will be operational from November 2022
6	Human values and best practices	Have identified the area/topics for related workshop/lectures to be arranged, also different departments are organizing related activities on ongoing basis.	Lecture series will start from December 2022 for the topics not covered by departments to avoid repetition of activity

The IQAC plan of action for the year was proposed and accepted.

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

IQAC Coordinator, Dr Gouri Mohan, informed the members that the meeting was the last official meeting of Dr Leena Raje as Chairperson of the IQAC, as she was due for superannuation in the month of October. Members thanked her for her efforts for the college. Dr Raje thanked the management members, the external experts and all IQAC members for supporting her in all her efforts.

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

Dr. Archana Patki
I/C Principal