



Estd.: 1972  
NAAC Reaccredited 'A' grade

# MANIBEN NANAVATI WOMEN'S COLLEGE

BEST COLLEGE 2018–2019 Awarded by SNDT Women's University, Mumbai

(Affiliated to S.N.D.T. Women's University)

Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL  
Vallabhbai Road, Vile Parle (West), Mumbai-400 056.

Tel.: 2612 8840, Telefax : 91-22-2617 6196

E-mail : mnwcollege@hotmail.com • Website : www.mnwc-sndt.org

Chairman Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

Ref. :

Date :

## IQAC

Minutes of the Meeting  
held on  
Friday, 26<sup>th</sup> October 2018  
Time: 12.00 pm Venue: Board Room

### The Agenda:

1. Approval of the Minutes of the Meeting held on 14<sup>th</sup> July 2018
2. To decide the date for Academic Audit for the year 2017-2018
3. Setting up the Incubation Cell
4. Setting up Internal Academic Audit Cell – “Towards Academic Progress – TAP”.
5. Finalizing of AQAR – 2017-18
6. To plan the Library Audit
7. Any other matter with the permission of the Chair

The following members had taken leave for absence:

1. Prof. K. Venkataramani
2. Dr. Cicilia Chettiar
3. Ms. Twinkle Sanghavi
4. Ms. Sudha Narkar

### Agenda No.1: Approval of the Minutes of the Meeting held on 14<sup>th</sup> July 2018

The Minutes of the meeting held on 14<sup>th</sup> July 2018 were read out. Dr. Rajshree Trivedi pointed out that one of the items on the agenda of the previous meeting – “The New Grading Pattern of NAAC” – should again be postponed to the next meeting because of the leave of absence by Prof. Venkataramani and Prof. Vibhuti Patel. It was “Resolved that the Minutes of the Meeting held on 14<sup>th</sup> July 2018 are approved and confirmed.”

### Agenda No.2- To decide the fresh date for Academic Audit for the year 2017-2018:

On the basis of the inputs received from the teaching faculty, it was decided that 8<sup>th</sup> January 2019 would be the suitable day for conducting the Academic Audit for the year 2017-2018. Dr. Rajshree Trivedi suggested the members that the Departments should prepare their



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reports on the basis of Qualitative & Quantitative Metric all the departments would make a PPT

presentation and also fill in the Criterion-wise templates along with the supporting documents in soft copies. Prof. Sunita Sharma asked who would do the scanning work. Dr. Rathod

replied that IQAC Coordinator will prepare a department wise time table and scanning will be done in NAAC Room as scanner is available in the same room by allotting one office staff. Mrs. Himadri Nanavati emphasized that all the preparations of Audit should be absolutely ready "as if the NAAC is happening tomorrow".

### **Agenda No.3- Setting up the Incubation Cell**

Dr. Rajshree Trivedi informed the members that a rough proposal for starting as Incubation Cell following the new guidelines from NAAC had been submitted to Principal Dr. Harshada Rathod on 7/9/2018. She left the idea open for the forum to decide how to go ahead with the new proposal. She explained the scope, importance and function of the Cell with a special emphasis on how it was important to have cell as a Think Tank. Prof. Sunita Sharma informed everyone about how her department had brainstormed the idea of associating students with LIC of India and how the idea met its end result with 29 students completing the project. Mr. Suketu Jariwala pointed out that it was exactly what the cell would do to multiple ideas that germinate and take the form of a full-fledged reality. He also said that ideas & activities scanned under the cell would control duplications and repetitions of events. Prof. Vibhuti Patel suggested that any new idea related to research, learning or extension activities could be undertaken by the cell. Dr. Harshada Rathod asked about the composition of the Cell Dr. Vibhuti Patel suggested that the members would be from Industry, Research and Academics. Principal Rathod opined that it would be better to do so after appointment of new Principal w.e.f. 1<sup>st</sup> February 2019, onwards.

### **Agenda No. 4- Setting up Internal Academic Audit Cell – "Towards Academic Progress – TAP".**

Dr. Rajshree Trivedi had submitted a proposal to Principal Dr. Harshada Rathod on 15/9/2018 for starting an Internal Cell that would look into the quarterly report of the Departments. The objective of the Cell was to review the quarterly reports submitted by the Departments. Dr. Rajshree Trivedi put forth the idea that the annual academic audit could be



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converted into an internal quarterly review process. The teachers, however, suggested that the annual academic audit was a better option. It has been decided to go for the annual academic audit pattern unanimously. It was thus, resolved that the College will continue to have the Annual Academic Audit System.

## **Agenda No.5- Finalizing of AQAR – 2017-18**

Principal Dr. Harshada Rathod informed everyone that AQAR for 2017-2018 has been done and will be dispatched in the coming week.

## **Agenda No.6 - To plan the Library Audit:**

Principal Dr. Harshada Rathod informed the members about the College Library going to conduct Library Audit. Very few colleges had library audit. The IQAC meeting was preceded by Library Committee meeting and the performa for the Audit was presented in it by Ms. Sheetal Salve. She circulated the copy of the Audit report to be submitted to Dr. Santosh H. from Nagindas Khandwala College who will be invited as the Auditor on 15<sup>th</sup> November 2018 at 11.00 a.m. onwards.

## **Agenda No.7- Any other matter with the permission of the Chair:**

Dr. Harshada Rathod informed the members that "Quality Digest", the IQAC newsletter which was bi-annual is now converted into a quarterly newsletter because of increase in number of activities. It has been decided that cover page should have only title and number of the issue, month, year etc to cover more information.

### **a. Solar energy:**

Principal informed that under CSR SAS is willing to spare more fund to College. She informed that by installing LED light the electricity bill been reduced by 20-25%. In the light of the same line she recommended that the proposal for solar project to be submitted under CSR to SAS. Dr. Rathod said that she had received Quotations for installing solar panels. Held meeting with Shri.ShachinbhaiNanavati with Go-green vendor and another second meeting with another vendor will be in the next week with Shri. Shachinbhai Nanavati for the approval of the project.



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b. Demonstration of Smart Classroom:

Dr. Rathod said that a demonstration of smart classroom for the teachers of all the 3 sections of the College – MNWC, TCLV & BNCDC – was conducted on 22/10/2018 to make them familiar with the operational systems.

c. Inter-Generational bonding between grandparents and children:

Dr. Rathod informed everyone that the Department of Child Development and PTA is organizing a programme for parents & grandparents on 30 October, 2018 sponsored by Ministry of Social Justice and Empowerment, Government of India and National Institute of Social Defence in collaboration with Bhartiya Vikas Parishad, Centre for Social Change and Regional Resource Training Centre. About 200 parents & students would be participating in the same.

The meeting ended with a vote of thanks.

  
Dr. Rajshree Trivedi

IQAC Coordinator

IQAC Coordinator  
MANIBEN NANAVATI WOMEN'S COLLEGE  
Vallabhbai Road, Vile Parle (West),  
MUMBAI - 400 056.

# MANIBEN NANAVATI WOMEN'S COLLEGE

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING

Held on 26 October 2018

Time: 2.00 pm onwards

NAME OF THE MEMBER	SIGNATURE
SMT. HIMADRIBNEN NANAVATI	HS Nanavati
DR. YOGINI SHETH	Yogini Sheth
DR. HARSHADA RATHOD	HER 26.10.2018
PROF. VENKATARAMANI	Absent
PROF. VIBHUTI PATEL	Vibhuti Patel
MR. SUKETU JARIWALA	S
DR. RAJSHREE TRIVEDI	RT
PROF. SUNITA SHARMA	S. Sharma
DR. SEJAL SHAH	S
DR. RITA PATIL	Rita Patil
MS. TWINKLE SANGHAVI	Absent
DR. CICILIA CHETTIAR	Absent
MS. SHITAL SAWANT	Sawant
MS. KEYAA MUKHERJEE	K Mukherjee
MS. SUDHA NARKAR	Sudha
MS. KINJAL MEHTA	K