



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

Held on Saturday, 14 July 2018

Time: 10.30 am Venue: Board Room

#### The Agenda:

1. Approval of the Minutes of the Meeting held on 23<sup>rd</sup> March 2018
2. Academic Audit on 4<sup>th</sup> August, 2018
3. MOU with IQAC Cluster & taking the role of Lead College
4. Workshop in July 2018 by Resource Persons from the Cluster
5. The new grading pattern of NAAC
6. Any other with the permission of the chair.

The following members had requested for the leave of absence

1. Prof. K. Venkataramani
2. Prof. Vibhuti Patel
3. Smt. Himadri Nanavati
4. Ms. Kinjal Mehta

#### Agenda No. 1- Approval of the Minutes of the Meeting held on 23<sup>rd</sup> March 2018:

It was unanimously "Resolved that the Minutes of the last Meeting held on 23<sup>rd</sup> March 2018 is approved and confirmed."

#### Agenda No.2- Academic Audit on 4<sup>th</sup> August, 2018:

The second item on the taken up was about conducting academic audit. The date decided for the same was 4<sup>th</sup> August 2018. The teachers of the IQAC requested Prin. Dr. Harshada Rathod to postpone the date again to October 2018 because of following reasons:



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a. The admission process has been delayed because of the delay in the opening of the university portal

b. The university has already decided the dates for semester final exams i.e. from 4<sup>th</sup> October 2018 onwards which makes the academic term very short.

It was resolved that the Academic Audit could be organized in October keeping in mind the new NAAC framework. Each department will prepare a report based on criterion-wise questions. It was decided that the administrative audit would be conducted as per the schedule on 30<sup>th</sup> July, 2018. The Joint Director of Education would be coming for the Admin Audit. Principal Dr. Harshada Rathod said that the ICT audit would be conducted on 1<sup>st</sup> August 2018. Ms. Sindhu from N. K. College would be invited for the ICT Audit.

### Agenda No.3- MOU with IQAC Cluster & taking the role of Lead College

The third item on the agenda was signing MOU with Cluster Colleges. Dr. Rajshree Trivedi informed the members about the plan to collaborate with IQAC Cluster Maharashtra, a group of 150 Colleges who have signed 3 MOUs under 3 Lead Colleges. She informed members that our College has proposed to play the Lead role and 20 Colleges have showed their consent to join our Cluster which would be formed on 27<sup>th</sup> July 2018 at our College. The Principals and IQAC Coordinators would be visiting the college to sign the MOU. The Cluster will often a platform share & exchange their resources, experiences and expertise to IQACs for the new NAAC guidelines.

### Agenda No.4- Workshop in July 2018 by Resource Persons from the Cluster

The fourth item on the agenda was organizing a workshop for the IQAC team teachers of our college and the Principals and IQAC Coordinators visiting our college on 27<sup>th</sup> July 2018. Prof. K. Venkataramani would Speak on "Major Reasons for the Decline of Grades in the New NAAC Assessment". Prof. Peeyush Pahade, the Founder – Member of the IQAC Cluster Maharashtra would talk on "Shifted Goal Posts in the New NAAC Assessment". Ms. Keyaa Mukherjee, Office Superintendant would talk on "Office Automation". Dr. Rajshree Trivedi requested the IQAC members to make the workshop and MOU signing event a great success.

### Agenda No. 5- The new grading pattern of NAAC

The next item – "The New grading pattern of NAAC" was postponed to the next meeting because of the absence of Prof. K. Venkataramani & Prof. Vibhuti Patel.

### Agenda No.6- Any other with the permission of the Chair:





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The next point taken up was the new format for Quarterly Reports. Dr. Rajshree Trivedi presented copies of the revised format for the Department Reports. The Peak perfumers' format for student Achievers was to be retained. Principal Dr. Harshada Rathod recommended that the individual reports for the teachers should be prepared every year in the new API format of the SNDT Women's University.

Mr. Suketu Jariwala suggested that the department format should have a column for the outcomes of the activities carried out. Dr. Rajshree Trivedi noted down the suggestion and assured that it will be incorporated in the columns. She also said that the departments were actually noting down the details of outcome along with the photographs of the events.

The issue of Green Audit was also taken up. Dr. Harshada Rathod informed the members that the college has already completed Waste-Audit & working gradually towards the Green Audit. She said that the project proposal for solar power was ready.

Dr. Rajshree Trivedi put forth a point about the changes required to be carried out for the upgrading the College Library. In her opinion, if there is some kind of automation services that the Library installs, a proper statistical data of number of users and visitors would be easily available to IQAC for the AQAR and SSR purposes. Ms. Sheetal Sawant, the Librarian requested the teachers to encourage the students to avail more and more facilities offered by the Library. The teachers suggested that like the Signage Board installed in the Main Foyer of the College, if the Library also installs one in the First Floor Corridor, the students will get the latest updates from the Library about the facilities provided. There was also a discussion on increasing the number of e-resources other than the N-List services. Ms. Sheetal Sawant, the Librarian was requested to do the needful for implementing all the suggestions. She assured that she would work that out with her team.

The meeting ended with a note 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 14 July 2018

SR. NO.	NAME OF THE MEMBER	SIGNATURE
1	SMT. HIMADRIBNEN NANAVATI	Absent
2	DR. YOGINI SHETH	Yogini Sheth
3	DR. HARSHADA RATHOD	H.R.D. 14.7.2018
4	PROF. VENKATARAMANI	Absent
5	PROF. VIBHUTI PATEL	Absent
6	MR. SUKETU JARIWALA	Absent
7	DR. RAJSHREE TRIVEDI	RM
8	PROF. SUNITA SHARMA	S. Sharma
9	DR. SEJAL SHAH	Sejal
10	DR. RITA PATIL	Rita Patil
11	MS. TWINKLE SANGHAVI	Twinkle Sanghavi
12	DR. CILILIA CHETTIAR	C. Chettiar
13	MS. SHITAL SAWANT for	Shital
14	MS. KEYAA MUKHERJEE	K. Mukherjee
15	MS. SUDHA NARKAR	S. Narkar
16	MS. KINJAL MEHTA	Absent