

QUALITY DIGEST

INSIGHT. INNOVATION. EXCELLENCE.

Newsletter of IQAC

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OUR VISION

“Sa Vidya Ya Vimuktaye”
(Knowledge Is That Which Liberates)

OUR MISSION

Empowerment of Women through
Access to Higher Education

QUALITY POLICY

- To support girls to pursue higher education and make them empowered to take up challenges
- To promote skill and communication development programmes to increase employability of our students.

GOALS

- To facilitate knowledge and skills to lead to economic empowerment for students
- To encourage holistic development of students and staff members
- To foster and develop ethically conscious and socially responsible citizens
- To encourage financially and academically weak students for taking up higher education
- To provide opportunity and platform to adult learners
- To sustain the total quality management in academics and administration

EDITORIAL TEAM

- Prin. Dr. Harshada Rathod
- Dr. Rajshree Trivedi
- Ms. Sheetal Sawant
- Ms. Kinjal Mehta

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NAAC
Reaccredited with
“A”

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

John Ruskin said, "Quality is never an accident. It is always the result of intelligent efforts. It is the will to produce a superior thing."

The success of an institution depends upon the incoming material. Here, in the scenario of education, the incoming materials are the students. There is a famous saying, "*Planting of good seeds get good plants.*" As Tagore remarked, "*A lamp can never light another lamp unless it continues to burn its own flame*".

Our IQAC is conceived as the catalyst of institution building with a motto, "*Reaching the unreachd with a missionary zeal within stipulated time.*" The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution. The issue of *Quality Digest* is a remarkable step towards its further milestones.

- Prin. Dr. Harshada Rathod

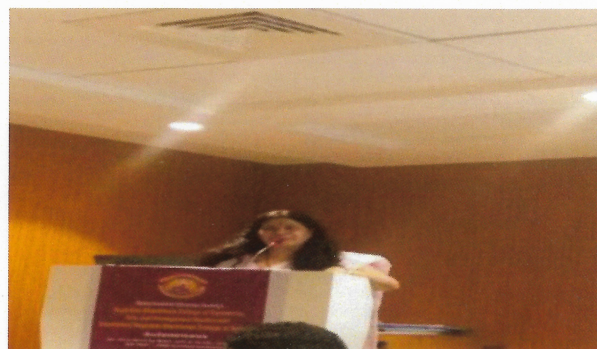
Workshop on Professional Ethics

The Internal Quality Assurance Cell and the Ethics Committee of Maniben Nanavati Women's College organized a half day workshop on Professional Ethics for the Degree and Junior college teaching staff of the college on February 6, 2017. The session was conducted by Dr. Eshita Mandal, Psychologist and trainer. Dr Eshita Mandal is a member on Board of Ethics of various organizations. The workshop was an interactive session which helped in understanding importance of values and ethics in the organization. Certain ethics to be followed as teachers and colleagues were discussed. The workshop brought to light the need of having uniform ethics for an organization and the reasons for adhering to the ethics of the institute.



Papers Presented at NAAC Sponsored National Conference

Dr. Rajshree Trivedi, IQAC Co-ordinator and Dr. Swati Partani, Head, Dept. of Child Development presented papers at the two Day NAAC sponsored National Conference on "Quality Enhancement of Teaching & Learning Processes in Higher Education" organised by Shree Nagindas Khandwala College Mumbai on 13 & 14 February, 2016. The papers were published in the Conference Proceedings with an ISBN. Dr. Rajshree Trivedi's paper was "Using ICT for Teaching- Learning English for L3 Speakers" and Dr. Swati Partani's paper was "Multiple Intelligence Theory: An Interactive Pedagogy in Teaching and Learning." Dr. Partani's paper was awarded the Best Paper Prize.



“Academic Administrative Audit”: A NAAC sponsored Conference

Dr. Rajshree Trivedi , Ms.Keyaa Mukherjee , Ms.Arati Mahadik, Ms.Sheetal Sawant and Ms.Neha Bhansali attended the NAAC sponsored Two Day National Conference on “Academic and Administrative Audit” organised by College of Home Science, Nirmala Niketan, Mumbai on 10 & 11 January , 2017. Mrs.Keyaa Mukherjee was invited as a Resource Person for the Session on “Role of ICT in Administration.” Dr. Rajshree Trivedi’s poster on “Preparing for Global English Standards, the ICT Way” was selected for the Display. Ms. Mukherjee’s and Dr. Rajshree Trivedi’s papers were published in the Conference Proceedings



Computer Directive for Presentations, Email Etiquettes and Google Drive Workshop for Administrative Staff held on 22-04-2017



The Objectives of the workshop was to teach and train the staff for making power point presentation (PPT), observing e- mail etiquettes and using Google Drive for sharing and storing documents while working together on files / Folders.

Workshop on Maintaining Accounts and Budget

The Workshop on Maintaining Accounts and Budget was conducted for Administrative Staff to strengthen the accounting system and to improve the work flow of financial information and in every accounting aspect. The Resource Person was Prof. Venkatramani K. Former Registrar University of Mumbai His expertise in this area helped the admin staff in guiding How to prepare and maintain: Budget at a glance i.e. Actual, Revised Estimate and Budget Estimate. Index Department wise Income & Expenditure as per Student strength. He suggested that Every Students fees should be in Tally Software.



The Staff learned how to maintain daily accounting system and benefited a lot from this Workshop.

MOU with the IBS Business School (ICFAI)

The College signed an MOU with the IBS Business school on 13th June 2017 for a period of three years for the development of academic cooperation in Management Education. The general objective of the MOU is to stimulate and facilitate the development of collaborative and mutually beneficial programs which serve to enhance the intellectual life and cultural development on both the campuses. Programmes related to the faculty and student development will be carried out under the aegis of this MOU.

IQAC & NSS CELL Sign MOU with GLOBAL GREEN RENAISSANCE FOUNDATION (GGRF)

The IQAC and NSS CELL of the College signed an MOU with the Global Green Renaissance Foundation for five years starting from the academic year 2016-2017. The objective of the MOU is to create awareness and propagate the importance of natural ecosystem and develop sensitivity in personal attitudes towards environmental issues among the College students. Lectures, awareness campaigns and other events will be carried out under the aegis of this MOU.

Academic and Administrative Audit

The College undertook Internal Audit for Academic and Administrative review for the year 2016-2017 on 29th April, 2017. The Audit Team comprised of three members: Prof. Vibhuti Patel, Prof. K. Venkataramani and Mr. Suketu Jariwala, the members of the Internal Quality Assurance Cell (IQAC) of the College. The Audit began with a presentation by Dr. Rajshree Trivedi- Coordinator, IQAC. This was followed by a presentation by Mrs. Keyaa Mukherjee, Office Superintendent on behalf of the College Office. Thereafter, the following departments made their PPT presentations: Bachelor of Management Studies, Commerce – (UG, PG and AFI), Child Development, Economics, English, Gujarati, Hindi, Food and Nutrition, Foundation Course, Psychology –(UG and PG), Sociology and Early Child Care Education. Among the Committees that made the presentation were National Service Scheme (NSS), National Cadet Corps (NCC), Sports, Student Council, Placement Cell, Examination and Maniben Nanavati Alumni Association (MNA) and Parent-Teacher Association (PTA). Ms. Sheetal Sawant made a presentation on behalf of the College Library.

On 24th June, 2017, the Academic and Administrative Audit Report was read by the Audit Team members in the presence of Smt. Himadri Nanavati- the Managing Trustee, Dr. Harshada Rathod- Principal and all the teaching as well as non-teaching staff members. The Audit Team members gave recommendations for making the future plans for the College.



“Effective Mechanism for Quality Assessment, Auditing and Accounting”

A One –Day State level Seminar was jointly organized by the IQAC and the Administrative Department of the College on 15 July 2017 from 10.00am to 06.00pm. 120 participants from more than 50 colleges in Mumbai, Sindhugurgh, Panvel, Kalyan, Thane and other places in Maharashtra attended the Seminar. The day began with a formal Inauguration Function. Dr. Sanjay N. Bharambe,

Registrar, SNTD Women's University, Mumbai was the Chief Guest. In his Keynote Address, he stressed the need of digitization in administration and insisted upon developing systematic methods of preparation of accounts for assessment and auditing. Session I was conducted by Prof. Venkataramani K., Former Registrar, University of Mumbai on “Budget.” He explained and gave illustrations of budgetary systems adopted by the University of Mumbai. Towards the end of the session, he suggested that the colleges could design a course on “Advanced Diploma for College Administration” to train the academic as well as administrative staff to promote revenue generation. Session II was conducted by Ms. Arti Mahadik, Head Clerk, MNWC on “Accounting Practices.” She spoke on the customized software that the MNWC uses to fulfill all the requirements of accounting methods. Mrs. Keyaa Mukherji, the Office Superintendent, MNWC presented a PPT on digitization of the college administration and about the consultancy services.



The next session was on “Audit Rules and Regulations.” The Resource Person for this session was Mr. Parag Patil, Senior Auditor, Higher Education, Mumbai Region. He made a detailed presentation on the Auditing patterns that the colleges should follow. More than thirty questions from the participants were answered by him. The last session on “Stress Management Techniques” was conducted by Dr. Harish Shetty, the renowned Social Psychiatrist and counselor. The Seminar ended with a vote of thanks and distribution of certificates by Dr. Harshada Rathod, Principal MNWC College