

QUALITY DIGEST

INSIGHT. INNOVATION. EXCELLENCE.

Newsletter of IQAC

Volume 5, May-August 2018

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Website: www.mnwc-sndt.org

Email: mnwcollege@hotmail.com

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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MANIBEN NANAVATI WOMEN'S COLLEGE

(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 unreached 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

MOU Signing Ceremony & Workshop on "Shifted Goal Posts in New NAAC Assessment"

On Friday 27th July 2018 Colleges affiliated to different universities from Maharashtra signed an MOU with multiple institutions focusing on cooperation, promotion and networking of Institutional Quality Assurance Cell for standardization of policies and procedures. Maniben Nanavati Women's College took the lead of forming the cluster. Colleges from SNDT Women's University of Mumbai, Bharati Vidyapeeth and others were represented by their Principals and IQAC coordinators in a function hosted by MNWC.

The main objective of the MOU signing is to create a platform to share resources, experiences and know how amongst the cluster colleges.



A workshop entitled "Shifted Goal Posts in new NAAC Assessment" was organized. Prof. K. Venkataramani spoke on a few topics such as courses for students, budgeting etc. Prof. PeeyushPahade, the Founder Member of IQAC Cluster Maharashtra spoke on the need for cooperation and not competition among the colleges. About 80 participants attended the workshop. Ms. Keyaa Mukherjee, Office Superintendent, MNWC made a presentation on "Office Automation of MNWC". Prof. Sunita Sharma, Head, Dept of Commerce offered a vote of thanks. Certificates were distributed to the representatives of the Colleges.

Value Education Program- Know your self

Value education program is organised for BA SY Students in the month of July and August. There will be total 7 sessions in this program. This program is conducted every Monday from 11:30-12:30. This program is conducted by Tej Gyan Foundation, based in Pune. This foundation is working for peace in 22 countries currently. Has massive reach with technology as well. The resource person for this program is Ms. Kanchan Chandawani.

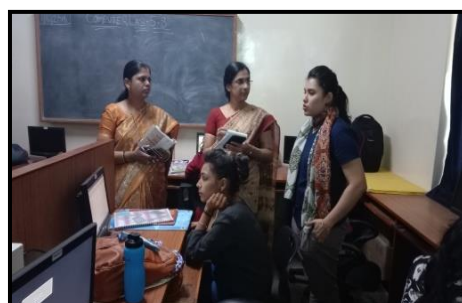
Skill Development Programme

On 3rd August 2018, ICICI Academy for skills had organized an Orientation Program for final year students of B. A. English, Gujarati, B. Com, B.Com (AFI), BMS. Around 250 students attended Program.

The goal of the program was to motivate the students for the courses like Web Designing, Selling skills and Retail Sales offered by ICICI Academy for skills for which they are enrolling students at zero fees as a part of their CSR activity. In the Program Ms. Monica Acharya and Mr. Ashraf Shaikh briefed about course syllabus

ICT Audit

1st ICT Audit was held on 1st August 2018. Ms. Sindhu P.M. – Assistant Professor /Coordinator of Department of IT & Computer Science from Nagindas Khandwala College, Malad was the External Auditor. Ms. Sindhu visited all the Computer Lab, Seminar Room, Library, Administrative Office, Record Room. All the documents were checked & given positive feedback about the updated Computer Labs, Online Students Feedback, Language Lab, College Web Side, Library Automation & Excellent Implementation of Office Automation.

**From the College Administrative Office**

Dr. Harshada Rathod, Principal and Ms. Keyaa Mukherjee was invited by SNTD Women's University organized One Day Workshop on "Perspective Plan & Rusa Workshop" to give presentation on "Office Automation" on 23rd May 2018.

Administrative Audit

Administrative Audit was conducted on 31st July 2018 at 11.30 a.m. in Board Room. Mr. Umakant Jadhav, Deputy Registrar, SNTD Women's University Mumbai was the External Auditor. At the Exit Meeting, after the completion of Admin Audit he has given his special comments Office and accounts digitization is excellent. Every one of the staff is committed and has clarity of their roles and responsibility.



This endeavour will go a long way in taking the college to higher levels of excellence.

Ms. Keyaa Mukherjee was invited as a Chief Guest/ Resource Person/ External Auditor by IQAC organized One Day Seminar/ Workshop on “Office Automation”, “Paperless Office” and “Document Control Record Management” by Patuck College of Commerce, Santacruz (E), L.J.N.J. College, Vile Parle (E) & Dalmia Lions College of Commerce, Malad (W) on 30th May 2018, 19th July 2018 & 12th July 2018.



Every year the College organizes Mega State Level Seminar/Training/Workshop for the Skill Development of Administrative Staff. This year the College Office and Internal Quality Assurance (IQAC) organized **One Day State Level Seminar cum hands on training on “Digital Communication, Data Management and Professional Ethics at work place”** on Saturday, 11th August 2018. Dr. Jaywant Shelar., Vice President -ITM Group of Institutes, the Guest of Honor and keynote speaker of the function emphasized the strong need of technology, digitalization and automation in the functioning of the administrative bodies And every staff once enters the gate Professional Ethics starts and explained how every staff must maintain Professional Ethics and Values at work place. Dr. Garima Tripathi., IT Consultant was the resource person of the I-Session who gave the hands on training and explained about the Email Etiquettes and how staff can make effective use of Google Drive to optimize their working efficiency. Dr. Sunil Dhapte., Director SIUD, MDC, HOD Yashada, Pune. Counsellor and Career Advisor., was the resource person of the II-Session who was very efficient and addressed the participants on how to imbibe positivity & distress ourselves at workplace & home in a healthy environment. The resource persons received excellent feedback and highly appreciated.



Mr. Santosh Okate attended One Day Workshop on 26th July 2018 organized by IQAC of Mithibai College, Vile Parle. The topic was **“Online Affiliation & Continuation of Courses”** (as per New Amendments in the UGC Act). Dr. J. K. Jadhav Assistant Registrar TASS (CT)/ CONCOL, University of Mumbai.