

QUALITY DIGEST

INSIGHT. INNOVATION. EXCELLENCE.

Newsletter of IQAC

Volume 6, September - January 2019

For Private Circulation

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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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MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to S.N.D.T. Women's University, Mumbai)
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P. 21/11/19

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."

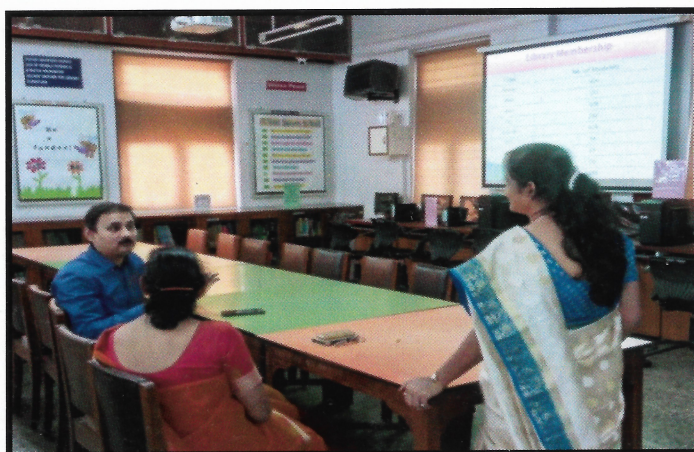
The success of an institution depends upon the incoming material. Here, in the scenario of education, the incoming materials are the students. There is a famous saying, "*Planting of good seeds get good plants.*" As Tagore remarked, "*A lamp can never light another lamp unless it continues to burn its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

Library Audit

Library Audit was conducted on 15th November 2018 by auditor Dr. Santosh Hulagabali chief librarian from Nagindas Khandwala College. 1st time we conducted this kind of audit in our library. Detail PPT presentation for library audit was prepared & presented by the Librarian Mrs. Sheetal Sawant, As per the NAAC requirements the documentation is prepared by entire library Team under the guidance from librarian like Accession Register, Visitor register, Periodical usage register, internet usage, OPAC Usage, library activities documents, Library staff profiles, membership records, withdrawn details, Bill files & Bill registers. To check the library functioning interaction with library staff also done by auditor. Positive Feedback was provided by auditor, suggestions recommendations were given along with the detail audit report.



Green Audit

The college has a Memorandum of Understanding (MOU) with Stree Mukti Sanghatana, in Mumbai Signed from 1/06/2018 to 31/5/2019, with the objective to stimulate and facilitate the development of collaborative and mutually beneficial programs, to strive and take actions for the waste management methods of bio-degradable, inorganic and e-waste generated by the College using the following methods:

To spread awareness among the youth about the need of conservation and protection of environment with the charges of Rs 2000/- per session.

To arrange lectures, poster-displays exhibitions, workshops for students by experts on environmental protection, preservation and sustainability of natural resources with the charge of Rs.2000/- per session.

To conduct waste and green audit session for the College with the charge of Rs 2000/-

Stree Mukti Sanghatana can be given e waste up to minimum 100 kg within a year for which the cash back as per specific weight of the material will be given to the college and Green Certificate shall be given to the college so as to enhance the proper recycling of the e-waste. The MOU, unless extended by mutual written consent of the institutes, shall expire one academic year after the effective date specified in the opening paragraph. However, on review, the MOU shall be extended for another TWO years by mutual consent. The following are the details of the Green Audit held on 13TH March 2018.

Date	Wet waste in Kg	Horticulture Waste in Kg	Dry waste in Kg	Hazardous Waste/Biomedical Waste
03/13/2018	35	15	50	5
Contents	Veggies, Potato Noodles, Fruits	Flowers, Dry leaves	Plastic Bags, Spoons, plates, China clay plates,metallic pieces, etc	Tubes, bulbs, Sanitary Napkins

Academic Audit

The Academic Audit was carried out on 8th January 2019. Experts Mr. Suketu Jariwala and Prof Vibhuti Patel Chairperson, Advanced Centre for Women's Studies, TISS gave their valuable time and inputs for the all the departments. The documents of all the departments were check by a team of senior expert professors who have undergone 2 NAAC Cycle.

Admin Office

Ms. Keyaa Mukherjee was invited as a Resource Person for the One Day National Conference/ Workshop/Seminar on “**Document Control Record Management with NAAC perspective**” organized by IQAC of:

- CKT College, Panvel held on 21st October 2018.
- Nirmala Niketan College of Social Study, Churchgate held on 30th November 2018.
- Valia College of Arts & Commerce, Andheri held on 1st December 2018.
- Karmavir M. G. Lodha college of Arts & Commerce, Nashik held on 14th December 2018.
- K.C. College, Churchgate held on 07th October 2018 by IQAC Cluster Maharashtra in association with RUSA

Ms. Aarati Mahadik was invited as a Resource Person for the One Day Workshop on “**Expertise on Accounts & Salary for the Administrative Staff**” organized by Vivek College of Commerce, Goregaon held on 19th December 2018.



Ms. Keyaa Mukherjee was invited as an External Auditor to conduct AAA Audit for NAAC purpose and as Resource Person for the National Conference/ Workshop/Seminar/ Training on “Document Control Record Management with NAAC perspective”, “Environment Friendly Office Administration”, “Teaching Learning with ICT” & “Guidelines for Office Automation & 7th Pay Commission” organized by IQAC of:

- Khalsa College of Commerce, Karol Bagh, New Delhi held on 05th & 6th January 2019
- Kalindi College of Arts & Commerce, New Delhi held on 07th January 2019
- Shyam Prasad Mukherjee College of Arts & Home Science, New Delhi held on 07th January 2019
- Vidyaalankar School of Technology, Wadala held on 21st January 2019
- NES Ratnam College, Bhandup held on 23rd January 2019