



MANIBEN NANAVATI WOMEN'S COLLEGE

QUALITY DIGEST

NEWSLETTER OF IQAC
VOLUME 7, FEB - JUNE 2019
For Private Circulation

OUR VISION

"Sa Vidya Ya Vimuktaye"
(Knowledge is that which Liberates)

OUR MISSION

**Empowerment of Women through
Access to Higher Education**

NEW BEGINNINGS

CONGRATULATIONS!



The Managing Committee of MNWC handed over the reins of the college in the able hands of Dr. Rajshree Trivedi, who has been diligently serving the Institution for 26 years, as an Associate Professor in the English Department. She was declared as the Principal of MNWC with effect from 1st February, 2019. She ensured that with her dedication, determination and relentless efforts the Institution will scale greater heights of success, under her Leadership.

BEST COLLEGE AWARD



The joyous occasion of MNWC was doubled when 'The Best College Award' was bestowed upon it by SNT Women's University on 5th July, 2019, setting a positive tone and strengthening the pathway to progress thereby reassuring the Institution of its Vision Mission and Goals.

IQAC Welcomes new Members

Dr. Twinkle Sanghavi (Convener)
Dr. Anuja Deshpande (MA Coordinator- Member)
Ms. Pranaya Revandkar (BMS/BAFI Coordinator- Member)

Students Representative :

Ms. Juee Gotle (SYBA Eng)
Ms. Sakshi Sangekar (SYBA Eng)
Ms. Aayasha Patel (SYBCom)

EDITORIAL TEAM

Principal. Dr. Rajshree Trivedi
Dr. Twinkle Sanghavi
Ms. Trupti Sabharanjak
Ms. Sheetal Sawant
Ms. Kinjal Mehta

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EDITORIAL

It is indeed a matter of great joy and pride for me to head this great Institution that cherishes the Gandhian values and principles. *Quality Digest* (QD) with its new makeover comes with a new fervor, enthusiasm and members on its editorial team. The representation of students in IQAC and consequently, on the editorial board of *QD* is indeed a major step towards MNWC's quest for excellence and its partnership with the stakeholders to achieve the institutional goals and objectives. Best wishes to the Team QD for the great work and many more achievements to accomplish in the coming times

**Principal
Dr. Rajshree P. Trivedi**

MNWC takes great pride in announcing the commencement of **B. Design- Fashion Design course** approved by the Government on 15th June, 2019. We are the First College in Mumbai offering this course under the affiliation of SNDT Women's University, in the year 2019-20

WORKSHOPS/ TALKS ORGANIZED BY IQAC, MNWC

- **Department External Audit 2016-2019: 16th April 2019**

As per the advisory note on Academic Audits provided by NAAC, the IQAC of Maniben Nanavati Women's College has been undertaking Academic Audits on an annual basis from 2016. Two Audits 2016-2017; 2017-2018, were internally reviewed by Prof. Vibhuti Patel, Professor, Advanced Centre for Women's Studies, TISS, Mumbai, Prof. K. Venkataramani, Former Registrar, Mumbai University and Mr. Suketu Jariwala, Chief Executive Officer & Co-Founder, Torsion Industries, Navi Mumbai

Principal, Dr Rajshree .P. Trivedi decided to constitute a Senior NAAC committee comprising of Principal Dr. Rajshree Trivedi, Dr. Jayashree Palit, Senior NAAC Committee Convener, Dr. Falguni Desai. Senior NAAC Committee Co- Convener, Prof. Sunita Sharma, Senior NAAC Committee Member and Dr. Twinkle Sanghavi, IQAC Coordinator with the objective of preparing a strategy for the External Audit from June 2016 to May 2019, to devise a systematic and scientific method of identifying the strengths, weaknesses, opportunities and challenges of the departments and to enhance the quality of academic activities by chalking out an action plan for the future. They devised a process of external academic audit for Departments that was systematic and transparent.

The experts were given following methodology for the audit.

A. Before the Visit

- To study the Department Report (DR) and PPT to understand the contribution of the Department to institutional improvement.
- To identify the strengths, weaknesses, opportunities, challenges and points for interaction with the Departments at the time of the visit (16th April 2019)

B. During the Visit (16th April 2019)

To interact with the faculty members of each Department to discuss the DR., appraise the Department of the SWOC, to look for documentary evidence, to guide the Department for further improvement.

At The End of the Visit

Discussions with the Principal and Senior NAAC Committee based on observations made during the visit The list of experts and the distribution of the departments was as follows :-

Group1: English, Gujarati, Hindi, Economics, Psychology, Sociology, MA Psychology

Experts: Mrs. Geeta Patil, Associate Professor, Head, Dept of Psychology, M.D Shah Mahila College of Arts and Commerce, Dr Usha Vijailakshmi, Associate Professor, Head, Dept of History, Patkar–Varde College.

Group 2: Commerce, B. Com AFI, BMS, M. Com.

Experts: Mr. Vijay Suchak, Vice Principal, Associate Professor and HOD Commerce, Nagindas Khandwala College of Commerce and Arts, Dr. Vijayshree Anand, Associate Professor, Department of Commerce, N M College.

Group 3: Food and Nutrition, Child Development, Foundation Course, PGECCE

Experts: Dr Rashmi Vyavaharkar, Associate Professor Human Development, Dr BMN College of Home Science, Mrs. Madhavi Sathe, Assistant Professor, Department of Home Economics, Smt. MMP Shah College of Arts and Commerce.

The NAAC senior committee prepared the following report which was presented before the Management IQAC and all the departments on 27th April 2019.

- SWOC of each department, and criterion wise suggestion given by the experts.
- The NAAC senior committee compiled the suggestions given by the experts and prepared a criterion wise action plan.
- The NAAC Senior Committee recommended “The Way Forward” through two acronyms FIRE and RADICAL.

FIRE

Follow the Department Plan (SOP)

Implement suggestions given by External Experts

Review suggestions given by Internal IQAC Experts

Engage with the NAAC Manual!

7 ways to be RADICAL

Research Projects and Quality Research by Teachers

Alumni Engagement

Dropout Rate to be reduced and Results improved

Industry – Institute Interface for Placement and Research

Certificate / Diploma/ Add-on Programs, New Courses to be introduced

Advancement of Linkages and MOUs

Learner and Learning Outcomes Focused



- **Talk On Best practices in Higher Education**

On 20th April 2019 in collaboration with IQAC (Internal Quality Assurance Cell) of Maniben Nanavati Women's College IBS™ ICAI Business School organized a Faculty knowledge sharing program on “Best practices in Higher Education”. The Guest Speaker was Dr. Vanita Joshia gold medalist, working at the “Information Technology” section, at IBS Mumbai.

She discussed all criteria I to VII in detail and highlighted that ‘best practices’ is already incorporated in all criterions.50 faculty members attended the workshop, from different colleges.



- **Talk on INCUBATION CENTER**

On 26th April 2019, Dr Sucheta Pawar, an Assistant Professor at Parle Tilak Vidyalaya Association's INSTITUTE OF MANAGEMENT STUDIES. was invited to give a talk on INCUBATION CENTRE to the staff. She is the head of PTVAIM's incubation centre named as CENTER OF ENTREPRENEURSHIP AND INNOVATION (COEI). A dynamic first generation entrepreneur with 18 years of experience in business planning, networking and product sourcing, also a mentor for budding entrepreneurs also designs entrepreneurship development workshops for students. Dr Pawar meticulously explained the process of initiating an incubation centre in college and necessary associations of legal and financial experts for the incubation centre, spoke about the developing partners and mentors in various fields for students. It was attended by senior staff members and admin staff.

- **Workshop on ACADEMIC PERFORMANCE INDICATOR (API)**

IQAC of Maniben Nanavati Women's College organized three day API workshop for in house staff members from 17th June 2019- 19th June 2019. 30 faculty members including permanent, part-time, and temporary faculty attended the workshop. The Resource person and topics covered are as follows:

1. Dr. Rita Patil – Part B Category III RESEARCH AND ACADEMIC CONTRIBUTIONS, 2. Dr. Sejal Shah- Part A GENERAL INFORMATION, 3. Dr. Cicilia Chettiar – Part B Category I -TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES, 4. Dr. Anuja Deshpande- Part B Category II CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

The resource people oriented the staff about the calculations required in both old and new format. They clarified about the documentation methods for their activities, duties and research work done and also highlighted minimum and maximum capping per category required as per their stage of promotion. The staff members are requested to fill per department one API and submit to the IQAC and in return they will receive constructive feedback from IQAC



WORKSHOPS AND SEMINAR ATTENDED

- **Workshop on “Innovation and Incubation “organized by RUSA**

Dr Rita Patil attended the workshop on “Innovation and Incubation” organized by RUSA on 7th February 2019 at Guru Nanak Khalsa College. Dr Vijay Joshi State Project Joint Director (I/C), RUSA, introduced the concept and gave the context setting. Shri Prasad Menon CEO of Centre for Incubation and Business Acceleration spoke on starting and operating an Incubator and entrepreneurship opportunities, about their Incubation center- CIBA- . The details of awareness, pre-incubation, incubation and post incubation, Funding and financing was discussed too. Shri Bikram Mahajan CEO at White box Capital spoke on Role of Incubation center in college to Nurture Entrepreneurship, gave a few examples of incubation centers like Y-combinatory, CIIE and Fintech Hub and linkages. A challenge in Managing an Incubator was presented by Mr. Sushanto Mitra, founder and CEO of Lead Angels suggested- business plan competitions, meet up events, role model meetings and connect with start-up organizations. Shri Rohit Koshy spoke on How Incubators in colleges can drive Innovation and Improve Employability of students. He emphasizes involving students and alumni along-with staff

- **A workshop on ‘NAAC Accreditation Revised: Challenges and Overview’**

A workshop on ‘NAAC Accreditation Revised: Challenges and Overview’ was organized on 16th February 2019 by the Affiliation Section of SNTD University. It was attended by Principal Dr. Rajshree Trivedi and Dr. Twinkle Sanghavi, the IQAC Coordinator. The workshop was divided into two sessions- the first session was conducted by Dr. Devandra Kawday, Deputy Adviser I, NAAC, Bengaluru on, how in new NAAC manual the matrix is given different weightage for University, Autonomous Colleges and Affiliated Colleges, changes in Criteria II and III, the working of IIQA, on Students Satisfactory Survey as the most important key indicator, importance of collecting the feedback from all stake holders, then to analyze and take necessary actions and uploading it on college website. The second session was conducted by Dr. Kurup on Governance, Leadership and Management. He highlighted the importance of College Development Council (CDC), Minutes of IQAC should be well maintained as data base, need for WIFI, and extensive use if ICT in teaching, the importance of incubation center, and Alumni involvement. He said the data from CHB should be taken. Every college should keep the progression of the students in mind. The workshop ended with a few interactive discussions

- **Workshop on “API Guidelines” at SNTD Women’s University**

API Guideline Workshop was organized by IQAC of SNTD Women’s University on 25th February 2019 at 2.00 pm in the Committee Room at Church gate Campus. The workshop was attended Dr. Twinkle Sanghavi, Dr. Cicilia Chettiar & Mrs. Sheetal Sawant. Dr. Khushpat Jain Associate Professor from Sydenham College of Commerce & Economics was the resource person of the workshop. He explained on API guidelines, service book is very important record & employee can keep 2nd copy of our service book with them. In pending CAS Cases till 2017 only category 3 will be consider. He has also explained that applicant has to prepared API files according to academic year. He emphasis on quality of research publication and also for research Projects

He explained various amendments of API which were accepted by Maharashtra Government. He also cleared the concept of Co-Author & distribution of grade & new changes in new system. According to New API 2017-18 for the direct recruitment required PhD at entry level & for the literature people the book written by them should be recognized by university & letter of recognition should be attached in API files which will help them in getting full marks. In the question answer session he addressed the common questions & feedback were collected at the end.

- **Workshop on Implementing CBCS for UG programmes**

The workshop organized by SNTD college of Arts and Commerce , Pune campus on 2nd march 2019, was attended by Dr Sunita Sharma, Dr Rita Patil , Dr Ravindra Katyayan and Dr Anuja Deshpande to understand the CBCS system and its details CBCS implementation will be decided by the university only after examining and discussing existing workloads.

- **AQAR Workshop**

Dr. Twinkle Sanghavi and Dr. Cicilia Chettiar attended one day workshop at Shri P.N. Doshi Women's College on "Filling AQAR Under new NAAC process" organized by IQAC cell of Shri P.N. Doshi Women's College and IQAC cluster India On 28th June 2019. The Chief Guest of the function was Dr. Sangita Joshi, Technical Advisor, Director IQAC and Prof. Eng. Dept. Vidyalkar Institute of Technology. The first session Guest Speaker was Dr. B.D. Bhole, mentor for the IQAC Cluster India gave his views on criteria I to IV and solved the queries of the participants, the second Guest Speaker was Dr. Ayub Shaikh, Associate Professor, I.C.S. College of Arts, Commerce and Science, Khed, gave his views on criteria VI to VII. The Chief Guest for the valedictory function was Dr. Shilpa Charankar, Executive Secretary, Seva Mandal Education Society, Matunga, who spoke about the importance of team work during the day to day working of the college.

- **Workshop on "Filing the AQAR under new NAAC Process"**

The Workshop on "Filing the AQAR under new NAAC Process" was organized by K.E.S. Shroff College Kandivali West in association with IQAC cluster India on Friday, 28th June 2019. The workshop was attended by Mrs. Sheetal Sawant & Mrs. Pranaya Revandkar. Dr. Peeyush Pahade & Dr. Parag Shah was the resource person of the workshop. Dr. Peeyush Pahade spoke about How to fill the online AQAR. He states that from July to December Colleges can fill the AQAR for previous academic year. IQAC committee composition was explained by Dr. Pahade. Interactive session on how the IQAC can help to maintain the institutional quality was conducted where all the participants divided into small groups. After group discussion each group has shared their IQAC best practices in their respective colleges. Dr Pahade highlights the importance of Academic calendar & teaching plan. In-depth criteria wise information was provided by resource persons. They emphasize on the proper documentation of various college activities. The useful handouts and manual are also provided during work shop.

- **Seminar on "Innovative and Best Practices in Higher Education"**

Dr. Rita Patil and Dr. Twinkle Sanghavi attended One Day National Seminar on "Innovative and Best Practices in Higher Education" at Modern College of Arts, Science and Commerce at Pune, on 26th July 2019. The Guest of honor Prof. Bushan Pradhan, Vice Chairman, UGC, inaugurated the IQAC Cluster Official Website and Prof. S.C. Sharma, Director, National Assessment and Accreditation Council [NAAC] gave assurance that NAAC will organize workshop for colleges covering many aspects of NAAC.

College Administrative Office

Ms. Keyaa Mukherjee was invited as an External Auditor to conduct AAA Audit for NAAC purpose at S.J. Somaiya College, Ghatkopar held on 11th June 2019 and as Resource Person for the Workshop on "Document Control Record Management with NAAC perspective" & "E-Governance" organized by IQAC at K.J. Somaiya College, Ghatkopar held on 3rd June 2019

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:

- Mamasahab Mohol College, Pune held on 2nd February 2019
- Appasaheb R. B. Garud Arts, Commerce & Science college, Shendurni, Jalgaon held on 07th February 2019
- Aqsa Women’s College of Home Science, Bhivandi held on 09th February 2019
- Kalsekar College of Commerce, Thane held on 16th February 2019
- SIES College of Arts, Commerce & Science, Sion held on 19th February 2019
- Patkar College, Goregaon held on 04th March 2019
- Mr. Naresh Lad, Mr. Santosh Okate& Ms. Anushka Shivade attended workshop on 7th Pay Commission and Accounts & Audit held on 26th February 2019 by Shailendra College of Commerce, Dahisar
- Ms. UjwalaPadhye& Ms. Gayatri Sarode attended workshop on 7th Pay Commission held on 05th March 2019 by Education Department, Jogeshwari
- Ms. AaratiMahadik& Mr. Naresh Lad attended workshop on Effective Communication Skills & 7th Pay Fixation held on 11th April 2019 by Mulund College of Commerce, Mulund

