



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

IQAC MINUTES OF THE MEETING Held on Saturday, 16TH MARCH 2019

Time: 11.00 am Venue: Board Room

The Agenda:

1. Approval of the Minutes of the last Meeting held on 24th January 2019
2. Welcome of the new IQAC Coordinator and new members
3. Formation and Role of the new NAAC Senior Committee
4. Academic Audit for the year 2018-2019
5. Annual Plan for 2019-2020
6. Introduction to the new Choice Based Credit System
7. Any other matter with the permission of the Chair

Smt. Himadri Nanavati had requested for the leave of absence.

Agenda Item No. 1- Approval of the Minutes of the Meeting last held on 24th January, 2019

The Minutes were read out and it was " Resolved that the Minutes of the In -House Meeting held on 26th February 2019 are approved."

Agenda Item No.2- Welcome of the new IQAC Coordinator and new members:

Dr. Rajshree Trivedi warmly welcomed Dr. Twinkle Sanghavi, the new IQAC Coordinator. She informed the House that in order to have representation from the post graduation section and Self-Financed section of UG, Dr. Anuja Deshpande and Ms. Pranaya Revandekar were coopted as the new members following the resolution passed in the staff meeting held on 16th February 2019.

Agenda Item No.3- Formation and Role of the new committee- NAAC Senior Committee:

Dr. Twinkle Sanghavi informed the House that in the same staff meeting (16 February 2019), a need for forming 'NAAC Senior Committee' was urgently felt. For this herculean task, the support of the senior teachers was very important. The Committee would be comprising of two Ex - IQAC Coordinators -Dr. Jayashree Palit (1st and 2nd cycle) and Dr. Falguni Desai (3rd cycle) and Prof. Sunita Sharma, the senior most teacher in the College because their experience could help the IQAC in academic audit work. It was decided that Dr. Twinkle Sanghavi, the IQAC Coordinator would also be the part of the Committee.

Prof Venkataramani suggested that the committee should be named as **NAAC Support Committee**. The proposed name was unanimously accepted.



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Agenda Item No.4- Academic Audit for the year 2018-2019:

Dr. Twinkle Sanghavi informed that although the Academic Audit in the Agenda is mentioned for the academic year 2018-2019, the NAAC Support Committee had strongly recommended in the In-House IQAC Meeting with all the members of the Teaching Faculty held on 20th February that the three year **External Academic Audit** should be conducted. That proposal was accepted by all. So it had been decided that there would be External academic Audit for the years 2016-2017, 2017-2018 and 2018-2019.

The House supported the resolution. Dr. Sanghavi then proceeded to present the strategy adopted by the **NAAC Support Committee**:

- Department Reports to be submitted on or before 30th March (including the planned activities for the period up to May 2019).
- Department PPT based on Department Report to be submitted on or before 30th March 2019. HARD AND SOFT COPY FOR BOTH
- Documents to be prepared criterion wise. Use separators and prepare Index.
- Internal review by NAAC senior committee 1st and 2nd April 2019
- Experts to be selected from Commerce will review B.Com, M.Com, BMS, and B.Com AFI
- Experts from Arts Languages and Social science English, Gujarati & Hindi: Economics, Psychology & Sociology ;CAPC FC, FN,CD & PG EE
- Experts to be sent report & PPT on 3rd April 2019
- Feedback to be received on or before 14th April 2019
- Meetings to be fixed with expert week of 15th April 2019
- Presentation of PPT Checking of Documents & Discussion
- One day final presentation of all feedback given by the experts
- Discussion and preparation of strategy NAAC 2021
- The received feedback to be finally presented to the mentors and management members in the IQAC meeting proposed to be held on 27th April 2019.

Agenda Item no5-Annual Plan for 2019-2020:

The Annual Plan for the coming academic year 2019-2020 was worked out by the In House IQAC team after having received inputs from teachers, students, library staff, administrative staff and other stakeholders. Dr. Twinkle Sanghavi presented the major outline of the plan:

- To form the Maniben Nanavati Research Centre and to encourage teachers to apply for research projects thereby increasing the emphasis on research.



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- b. To enhance extension activities through all departments in order to sensitize students to understand the needs of the under privileged
- c. Encourage Student Exchange programmes.
- d. Development of e-content by teachers in their respective subjects
- e. Institute to apply for NIRF in 2019-2020
- f. To start the Women Study Centre.
- g. To commemorate 150 years of Mahatma Gandhi it was decided to follow up with UGC to restart the Gandhian Study Centre
- h. To establish a linkage with Youth Red Cross Society
- i. To register the Alumni Association
- j. To start project Akshaya breakfast for needy students.
- k. To prepare SOP for unaided and administrative sections
- l. To conduct "Genderlogue" event to increase awareness of gender equity among the students, in collaboration with Friedrich Ebert Stiftung, a German organization working for social solidarity and justice.

Dr. Trivedi requested Prof. Vibhuti Patel to suggest a theme for 'Anveshan- the Inter College Research Competition' to be conducted in January 2020. Prof. Patel put forth the idea that since the College follows Mani Ba's ideals based on the Gandhian philosophy, it is recommended that the College commemorates 150 years of Mahatma Gandhi and adopt that as the institutional theme for the academic year 2019-2020. All the members warmly welcomed the idea. After a fruitful discussion, the theme was finalized as **"Commemorating 150 Years of Mahatma Gandhi: Gender Diversity for Peaceful Coexistence."** It was decided that all the major activities would be centered around this theme.

Agenda Item No.6-Introduction to the Choice Based Credit System:

Prof. Sunita Sharma briefed the House about the workshop attended by 6 Teachers of the College at SNDT ARTS & COMMERCE COLLEGE, PUNE. She briefed every one about the implementation of CBCS that would possibly be introduced by the University in the coming academic year.

Agenda Item no. 7-Any other matter with the permission of the Chair:

- a. Dr. Anuja Deshpande briefed everyone about the working on DMS with Venus Labs. This will store all documents for the SSR purposes
- b. Dr. Cicilia Chettiar spoke on the API workshop that she had attended. workshop for In House teachers was decided to be arranged in the coming academic year
- c. Dr. Rita Patil spoke about the Incubation centre that the institution plans to start. The matter was discussed in CDC and earlier put forth in the IQAC on 26 October 2018. Dr. Trivedi had already submitted a proposal to Dr. Harshada Rathod, the erstwhile Principal on 7 September 2018. It was decided that a team of teachers visit along with Mr. Suketu Jariwala to Parle Tilak Management's Incubation Centre.



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- d. Ms. Sheetal Sawant spoke about the new Website which is under progress
- e. Ms. Sudha Narkar informed everyone that the preparation of B.Fashion Design programme was ready and the Local Inquiry Committee (LIC) from the University had already done its inquiry.
- f. Dr. Trivedi shared that the Departments who were supposed to conduct short term course for skill development will be doing so before the end of the academic year.
- g. Towards the end, Dr. Trivedi proposed to add students to the IQAC since it was so far not done. Prof. Vibhuti Patel suggested that the students should be made to sit in the frontline in IQAC meetings. It was resolved that 3 students from First Year would be nominated on the basis of their academic records for IQAC

The meeting ended on a note of thanks to the Chair

T. G. Sanghavi

Dr. Twinkle Sanghavi
IQAC Coordinator

R. Rajshree Trivedi

Dr. Rajshree Trivedi
Principal, MNWC