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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 7 November 2020

Time: 10.30 am Venue: ZOOM Online Platform

### The Agenda:

1. Confirmation of the Minutes of the Meeting held on 21 December, 2019
2. Nomination of Dr. Preeta Joshi in place of Prof. Sunita Sharma and Ms. Yuti Chandan as IQAC members
3. IQAC Report for the period of January to October 2020
4. Preparation of AQAR 2019-2020
5. Planning the Self Study Report for submission to NAAC
6. Any other matter with the permission of the Chair

All the members were present:

Smt. Himadri S. Nanavati	Dr. Cicilia Chettiar
Dr. Yogini Sheth	Ms. Pranaya Revandkar
Dr. Rajshree Trivedi	Ms. Yuti Chandan
Prof. K. Venkataramani	Ms. Keyaa Mukherjee
Prof. Vibhuti Patel	Mrs. Kinjal Mehta (Alumnus)
Mr. Suketu Jariwala	Ms. Sheetal Sawant
Dr. Rita Patil	Ms. Sudha Narkar
Dr. Twinkle Sanghavi	Ms. Ayesha Patel (Student)
Dr. Sejal Shah	Ms. Juee Gotle (Student)
	Ms. Sakshi Sangerkar (Student)

At the outset, Dr. Trivedi informed the house that 2 In house meetings of IQAC Members has taken place during the lockdown period. The IQAC was expecting and waiting for the lockdown, announced since 18<sup>th</sup> March 2020 due to COVID 19 pandemic, to be opened in October 2020 but since there has been no such circular from the Office of Joint Director of State of Maharashtra or SNDT Women's University, it was decided to conduct this meeting. Online in virtual mode



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## Item No. 1 of Agenda - Confirmation of the Minutes of the Meeting held on 21 December, 2019:

Smt. Himadri Nanavati pointed out that she was not present in the above mentioned meeting. She inquired about the steps taken for washroom for the disabled. It was discussed in that meeting that structural changes being not possible, a disable friendly chair can be installed to take care of the need.

All the members approved and it was "Resolved that Minutes of the Meeting held on 21<sup>st</sup> December 2019 are approved."

## Item No. 2 of Agenda- Nomination of Dr. Prita Joshi in place of Prof. Sunita Sharma and Ms. Yuti Chandan as IQAC members:

Dr. Trivedi informed the members that due to some sudden, unexpected development, Dr. Prita Joshi has discontinued her services at MNWC. Dr. Trivedi welcomed Ms. Yuti Chandan to the IQAC team

## Item No. 3 of Agenda- IQAC Report for the period of January to October: 2020:

Dr. Twinkle Sanghavi presented a detailed report of the IQAC activities (Please see Annexure I for the report)

Dr. Twinkle Sanghavi informed the house that along with Dr. Anuja Deshpande - the In charge of Criterion II and her team, they have compiled a booklet of guidelines for teachers to encourage and adopt student centric methods of teaching -learning. She then shared on the screen the pages of the booklet. Prof. Vibhuti Patel congratulated the team and suggested that. The booklet could include the terminology from the New Education Policy in order to make it more effective. Dr. Sanghavi accepted the suggestions.

## Item No. 4 of Agenda- Preparation of AQAR 2019-2020 :

Dr. Twinkle Sanghavi shared the schedule of dates for the preparation of AQAR 2019-2020

Sr. No	Date From	Date To	Work
1	1st December 2020	10th December 2020	Data generation according to Criteria
2	11th December 2020	15th December 2020	Data Validation
3	16th December 2020	24th December 2020	Uploading criteria along with Criteria in-charge
4	2nd January 2020	20th January 2020	"



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## The Role of NAAC Support Committee:

- Dr. Twinkle Sanghavi will coordinate work of Criteria -I and Criteria-VI and answers of PART -A along with Prin. Dr.Rajshree Trivedi
- Dr. Rita Patil will coordinate the work of Criteria -VII and Criteria-IV and V
- Dr. Anuja Deshpande will coordinate the work of Criteria -II and Criteria-III

## Item No. 5 of Agenda- Planning the Self Study Report for submission to NAAC:

Dr. Twinkle Sanghavi shared that the in order to prepare SSR, it was required that the AQAR reports of. 2015-2016 and 2016-2017 should be converted into the new format. The IQAC has worked for that by forming two committees where the representation from each criterion would be there. :

### **1. Data Generation Committee for 2015- 16 and 2016-17**

Ms. Shama Chavan will lead the committee and one member of each criteria

### **2. Result Analysis Committee for 2019-20**

Ms. Vaishali Randive will lead the committee

Prof. Venkataramani suggested that IIQA could be sent in the end of November 2020.

Dr. Trivedi said that the IQAC would have to check out the possibility of doing so since on the NAAC website, the notice says:

“Accreditation validity period for those HEIs whose validity of accreditation expires during COVID pandemic period, i.e. from 1<sup>st</sup> March 2020 provided the HEIs submit online institutional information Quality Assessment (IIQA) within three months’ form then Government/ University notification to resume the normal academic activities by the HEI.”

Prof. Venkataramani requested Dr. Twinkle Sanghavi to send him the Programme Objectives and Programme Specific Objectives. She said that they have already been drafted after conducting a workshop for 2 days by Dr. Cicilia Chettiar who had earlier attended a workshop in it. The POs and PSOs have been approved by Dr. Anubha Khale, the Incharge of the Academic and Affiliation Sections of the University. Dr. Sanghavi said she would send the website links to Prof. Venkataramani and Prof. Vibhuti Patel for the same.

## Item No. 6 of Agenda- Any other matter with the permission of the Chair :

Dr. Trivedi shared the following points and comments were invited for the same:

- i. Following the IQAC member- students’ suggestion (Ms Ayesha Patel and Ms. Juee Gotle) in the meeting on 21<sup>st</sup> -December 2019 where they asked for more skill development courses other than the ones offered by TISS-NUSSD scheme. The students were assured that the IQAC will explore the possibilities of introducing new courses of skill development. The College applied to UGC’s National Skill Quality Framework (NSQF) scheme. for two Certificate Courses – Customer Relationship Management , and Hospital and Health Care Management. Both the courses have been approved and that



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- they would soon be introduced . Mr. Hardik Majithia, the faculty FROM B.Com (AFI) has been appointed as the coordinator for both the courses
- ii. Dr. Trivedi informed that the TISS-NUSSD run all the three courses for 2019-2020 have been completed and the new batches for Banking & Finance Services, and Digital Management for 2020-2021 have been formed. This year the third course will be Management and soft skills for the Second Year students.
  - iii. Apart from these courses, the Departments have also conducted various skill development and subject related courses
  - iv. Prof.Vibhuti Patel had suggested the institutional theme "Embracing the New Normal Lifestyle" for the academic year 2020-2021. The members discussed the theme and it was "Resolved that the theme of 'Embracing the New Normal Lifestyle' be accepted as the institutional theme for the year 2020-2021." Prof.Vibhuti Patel suggested that a concept note be prepared for the same.
  - v. Dr.Trivedi shared that all the Heads of the Departments have suggested to make training in EXCEL a MOOC course for all Second Year students . The students in First Year take up the 100 hour MOOC Computer literacy course and they can take the course further with the training in EXCEL. It was "Resolved that the Training in EXCEL be offered to all Second Year students in online mode." Mr.Viren Shah, the Director of IT MONARCH should be contacted for the same.
  - vi. Regular Yoga sessions for the First Year students have started from 15<sup>th</sup> October 2020 . A proposal to start Taekwondo based Self-Defence techniques was proposed to start in the other half of the term after the completion of Yoga sessions in the first half, The Inner wheel Club of Bombay Airport has agreed to sponsor funds for the same. A proposal for the same would be sent by IQAC to the Club.
  - vii. Before inviting Dr. Anuja Deshpande for the status of installing the Learning Management Systems, Dr.Trivedi took the opportunity to congratulate Dr. Deshpande for the success of two *divyangjanas* from MA Psychology at the UGC- NET exams. Dr.Anuja Deshpande. presented the Learning Management System (LMS) and the progress of the same with continuous interactive meetings with Venus Labs , the vendor.
  - viii. Ms. Pranaya Revandkar presented a brief report on the activities of Maniben Nanavati Alumni Association. The Alumni members have contributed to the sponsoring of fees of students whose families have been hit by COVID lockdown crisis. Ms. Darshika Maiya and her batch mates who are successful advocates have established free Legal Services cell for the students.
  - ix. Two very important areas where commendable job has been done were highlighted by Ms. Keyaa Mukherjee and Dr.Rita Patil:

Mrs. Mukherjee said that soon after the lockdown was announced in March 2020, the Administrative Office started working with Venus Labs for the online admission process. Simultaneously they worked with Bank Of Baroda for the Internal Payment Gateway (IPG) for the online payment of fees during the COVID pandemic. Both the processes were over before the admissions started in June 2020. Not only the payment and admissions, the Semester Examination – College and University – were successfully



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Conducted online along with the support of the Examination committee. Everyone applauded the performance of the College Office in the meeting.

Dr. Rita Patil explained the process of Admissions. and Counselling for the selection of subjects on the licensed package of ZOOM. Social media such as Instagram and Facebook were used by the teachers for the same. The lockdown did not dampen the spirit of teachers and non-teaching staff and because of the JOINT EFFORTS and TEA WORK , the college could finish the admission process smoothly.

- x. Smt. Kantaben Shah Research centre for Multidisciplinary Studies has been successfully launched and Dr.Cicilia Chettiar gave a brief outline of the same.
- xi. A fund has been raised by the joint efforts of Parent-Teacher Association, Alumni Association, Ex-teachers, Current students, teaching and non-teaching staff for the CLEAN CAMPUS , GREEN CAMPUS project . Water harvesting and Compost Pipe pit for wet waste are the two major objectives of the project. Dr.Trivedi informed that due to the sudden lockdown the meeting for the same that had been scheduled in April 2020 with the Bombay Municipal Corporation and Mission Green Mumbai (NGO) would be organized and action taken for the same as soon as the lockdown is lifted.
- xii. The College has signed MOUs and established linkages and collaborations with organizations for research, skill development , community service and others during the lockdown period. Dr. Trivedi informed about the same.
- xiii. Dr. Trivedi requested Mr.Suketu Jariwala to help the institution to establish more connects and interface with industries so as to increase tie ups with them for better placement opportunities and internships for the students. Mr. Jariwala's whole hearted response was appreciable.
- xiv. Dr.Trivedi then informed the house that the UGC sponsored Gandhian Studies Centre has prepared a certificate course of 15 hours including talks, lectures, video links and field work for imparting values among the students. The course is titled *Value Education Through Gandhian Philosophy*.Dr.Sejal Shah, the In Charge coordinator was congratulated by all. She was also congratulated for heading the *Srishti* team for publishing the college annual magazine for 2019-2020.
- xv. Ms. Sheetal Sawant, the librarian then gave a demo of the new website mnwc.edu.in to the gathering. Prof. Vibhuti Patel suggested a few changes such as adding Partnering organizations on the homepage and adding 'Prevention of' tp the Sexual Harassment Cell. She suggested that the cell should come under Internal complaint Committee. Ms. Sawant noted down the suggestions and said that they would be made. She then informed the house about the subscription of J- Gate database by the college .Techers and students have started using it.
- xvi. The student representatives thanked the teachers for incorporating their suggestions for the new courses. Regarding the website page for student council, the students said they would send their inputs to Dr.Cicilia Chettiar, the in-Charge of Student Council.



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Dr.Cicilia Chettiar shared that the student Council has planned to conduct SYMPHONY, the Inter College Fest online and as an international Event. She asked the student representatives if they were ready to take the Challenge. There was a lot of euphoria and enthusiasm as the students agreed to accept the challenge and make it successful.

Towards the end of the meeting , Prof. Patel suggested that the College Annual Day could also be conducted online.

The meeting ended with a note of thanks and wishing each other greetings for Diwali.

Dr.Twinkle Sanghavi  
Coordinator, IQAC

Dr. Rajshree Trivedi  
Principal, MNWC

## Annexure 1

### IQAC Report for January 2019 to October 2020

- Invited Digesh Rawal from (Assistant General Counsel - South Asia and Director Legal and License Operations - India - SAS) for his lecture on "Intellectual Property Rights."

- Applied and have successfully received the permission for the UGC's NSQF scheme. with two subjects Certificate course of 6-months in:

- 1) Customer Relationship Management

- 2) Hospital and Health Care Management. Registration of students by 31<sup>st</sup> December 2020. To start the courses in January 2021

- Organized Three Day National webinar in collaboration with IQAC Cluster on " Understanding and Tackling a Few Unattended areas of the NAAC Assessment" which was held between 8th May to 10 the May 2020 . A bout 200 participants from various institutions participated in it . This event was supported by White code team.

- The Internal Academic Audit was conducted for all departments in which SOPs were reviewed and Suggestions were given for unattained goals and fresh recommendations were suggested.

- Faculty members made the most out of the lockdown crisis by participating in various FDP programs conducted online Ms. Prerna Ramteke finished her online Refresher course and Dr. Rekha Kaklotkar will be doing now in next month



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- the IQAC team worked on NIRF application and the college is now in the list of Participating Institutions.
- The College has registered as a local chapter with UGC's SWAYAM-NPTEL portal. Dr. Rekha Kaklotkar, Head, Dept. of Economics is the Single Point of Contact (SPOC). Students have enrolled for the courses.
- The college has signed an MOU with TISS for three PG diploma courses which we are in verge of finishing
  - 1) Banking and Finance Services
  - 2) Digital Marketing
  - 3) Hospital Service Management
- Departments planned their online skill development courses and have completed them .
- A15 hours Online Certificate Course on ' Value Education through Gandhian Philosophy ' was planned by IQAC and conducted by Gandhian Studies Centre for second year students of all disciplines. This is in continuation of their First Year examination on Mahatma Gandhi's autobiography conducted by the Sarvodaya Mandal, Mumbai.
- A group of students for North-East has been formed for the 6 students who are enrolled in college through AICTE .

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