

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution



Est.: 1972
NAAC Reaccredited 'A' grade

Chairman Mg. Committee
Smt. Himadri S. Nanavati

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

Principal
Dr. (Mrs.) Rajshree Trivedi

IQAC MINUTES OF THE MEETING Held on 19 December 2020

Time: 10.30 am Venue: Seminar Hall, 4th Floor, College Campus

The Agenda:

1. Confirmation of the Minutes of the Meeting held on 7th November 2020.
2. Launching of the Cells- (i) Divyangjan's Cell (ii) North-East Cell
3. Filing of Institutional Information for Quality Assessment (IIQA)
4. Any other matter with the permission of the Chair

The following members were present:

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

Item No. 1 of Agenda - Confirmation of the Minutes of the Meeting held on 7th November 2020:

The Minutes of the Meeting held in ONLINE mode on 7th November 2020 were circulated beforehand and it was unanimously approved by the house- Resolved that the Minutes of the Meeting held on 7th November 2020 are approved and accepted by all."



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

Item No. 2 of Agenda- Launching of the Cells- (i) Divyangjan's Cell (ii) North-East Cell:

The College has been providing facilities such as the ramp, lift, railings, wheel chair, and other infrastructural support to the physically challenged *divyangjans* and remedial teaching, special coaching and offering other assistance to the *divyangjans* with learning disability. A need for a systematic and formal committee that would assist them to assist them for easy enrolment, imparting skills, creating job opportunities, offering emotional, mental and psychological support to all *divyangjans* and looking after their general well being was realized. The IQAC committee unanimously resolved to come together to support the cause. The concept note was shared and it was decided to launch the cell.

The number of enrolment of students through the AICTE under the Prime Minister's Special Scholarship Scheme has been increasing year after year in the college. 'with a view to promote the spirit of fraternity and unity in diversity and to ensure a safe, secured and healthy atmosphere for the students from North and East India so that there is no discrimination against them on the basis of their linguistic and cultural traits, the Cell would work for their wellbeing. The cell was launched at the meeting.

Item No. 3 of Agenda- Filing of Institutional Information for Quality Assessment (IIQA):

Due to the continuation of lockdown and in the wake of no intimation regarding lifting it, Dr. Twinkle Sanghavi informed the house that a message has been sent on the NAAC dashboard by the college for the guidance of submitting the IIQA. The standard reply from the NAAC said: "For the academic years 2019-2020 and 2020-2021 depending on the spread and intensity of the Pandemic, the academic schedules will differ from state to state or University to University, NAAC shall relax the condition making flexible and open-ended provisions for deciding the academic years. Through this institutions will be permitted to make the submissions as when they complete the academic year."

Since Mumbai is the city where the local trains are the lifeline for transportation, the members showed concern about the submission of IIQA that would require 15 days for confirmation and 45 days for submitting SSR. It was difficult to carry out the work without any signs of the opening of the lockdown and plying of local trains.


Item No. 4 of Agenda- Any other matter with the permission of the Chair :

The Departments of Sociology and Hindi had been working on a documentary short documentary film on CHILD SEXUAL ABUSE. Dr. Twinkle informed the house that the film had been completed. It was released in the meeting for public viewership. It would be uploaded on the College's Youtube Channel. Everyone applauded the efforts of both the departments.

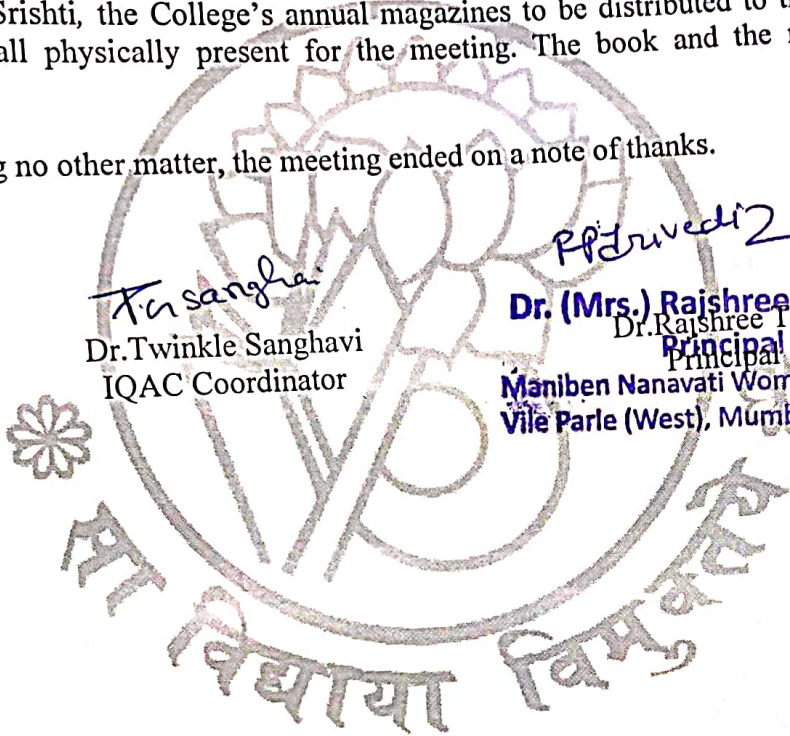
As per the discussion with Ms. Alpa Vora, our CDC member who is associated with UNICEF, it was decided that the Placement Cell & NIEDIC will work on the employability skills (Self employment as well as jobs) under the YuWha project of UNICEF

Mrs. Himdri Nanavati suggested that copies of the UGC sponsored book *Gandhi for All Times* and *Srishti*, the College's annual magazines to be distributed to the members as they were all physically present for the meeting. The book and the magazine were distributed.

There being no other matter, the meeting ended on a note of thanks.


Dr. Twinkle Sanghavi
IQAC Coordinator


Dr. (Mrs.) Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



Estd.: 1972

NAAC Reaccredited 'A' grade



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 & Staff Meeting MINUTES OF THE MEETING

Held on 20th May, 2020
Time: 5.00 pm Venue: Zoom Platform

An In-house meeting was conducted during the lockdown announced because of the COVID-19 pandemic. It was held on ZOOM platform in virtual mode.

The Agenda for the meeting was :

1. To conduct Academic Audits for the Departments for the year 2019-2020
2. To make academic plans for the year 2020-2021
3. To plan for the preparation of Self study Report
4. Any other matter with the permission of the Chair

The following members were present:

Dr. Rajshree Trivedi Dr. Rita Patil Dr. Twinkle Sanghavi Dr. Sejal Shah Dr. Cicilia Chettiar Ms. Pranaya Revandkar Ms. Yuti Chandan

The following members had requested for the leave of absence:

NAAC Reaccredited 'A' grade

Item No. 1 of Agenda - To conduct Academic Audits for the Departments for the year 2019-2020 :

The Departments were requested to complete the academic audit reports. For the year 2019-2020 and submit them to IQAC Coordinator. Thereafter, NAAC Support Committee would review and discuss the audit reports in online mode with the members of the departments and make recommendations for the targets that were affected because of the sudden lockdown crisis.



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

Estd.: 1972

NAAC Reaccredited 'A' grade

Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

Item No. 2 of Agenda- To make academic plans for the year 2020-2021:

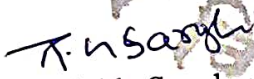
Since there were no indications of how the coming times would be due to lockdown caused by the COVID 19 pandemic, the Departments were involved in deciding the plans for the further course of action to prepare academic plans. Most of them suggested that the online mode would be preferable. Directions were given by the IQAC regarding the alterations to be introduced in the 2020-2021. Plan that. Would fit into the changing scenario.


Item No. 3 of Agenda- To plan for the preparation of Self study Report:

The AQAR for the 2019-2020 has to be completed by March 2021 . The SSR preparation has to be deferred and taken up after the submission of the AQAR. The new date for submitting IIQA would be finalized by the IQAC.

Item No. 4 of Agenda- Any other matter with the permission of the Chair

Since there was no other matter to be discussed, the meeting ended with a note of thanks.


Dr. Twinkle Sanghavi
IQAC Coordinator


Dr. Rajshree Trivedi
Principal

Estd.: 1972

NAAC Reaccredited 'A' grade

NSS
COMMITTEE
MEETING REGISTER
[2016 - onwards]

(2020 - 21)

2/7/2020

Topic: NSS Meeting with Teachers for State Level Leadership Camp

Time: Jul 2, 2020 11:00 AM

Join Zoom Meeting

<https://us04web.zoom.us/j/8512226212?pwd=aytkRVd6ZU5aQ0NVa1B6RkNmXNNUT09>

Meeting ID: 851 222 6212

Password: 11

Agenda: State Level Leadership Camp by SNDTWU

11th July 2020 - 17th July 2020

6 days , 4 hours daily training on Zoom / Youtube Live

Duties of teachers to follow up with NSS Volunteers for the camp :-

B.Com - Sharon & Maitri

BMS & BAFI - Saloni Mehta

B.A (Eng) - Vanetta Rodrigues & Aaisha Khan

B.A (Guj) - Geeta Varun & Rita Radia

List of students enrolled to be created by the teachers incharge

Name of the student

Contact no. of the student

Students with good internet connection will be joining the Zoom meeting link , while the other students will join the YouTube live link .

Motivate students to join the leadership camp .

Target : 150 students

All NSS students

CRs have to draft a report daily along with photographs and mail it to the teachers incharge of attendance .

Google forms for all the days of the leadership camp will be created .

Google form will be prepared by Swati Partani

Name

Email id

Date

Day

Feedback of the session

The new nss email Id will be circulated for all the nss teachers . Reports , photographs to be mailed on the new email Id .

Kindly note ,

Please mention the following details for any nss activities :-

Name of the activity

Day , date , time

No. of students involved

27/7/2020

Topic: NSS Meeting

Time: Jul 27, 2020 12:30 PM

Join Zoom Meeting

<https://us04web.zoom.us/j/8512226212?pwd=aytkRVd6ZU5aQ0NVa1B6RkNmXNNUT09>

Meeting ID: 851 222 6212

Passcode: 11

12:30pm - 2pm

Agenda:

- Ek Bharat Shresth Bharat
- Celebration of Independence
- Planning & division of duty

Attendees:-

NSS PO	Ms. Geeta Varun (Incharge)
NSS PO	Ms. Purna Ramteke (Incharge)
NSS PO	Dr. Swati Partani (Incharge)
Member	Ms. Rita Chandarana
Member	Ms. Saloni Mehta
Member	Ms. Sharon Samuel
Member	Ms. Vanetta Rodrigues
Member	Ms. Aaisha Khan
Member	Ms. Maitri Dedhia

Topics of discussion

The following Points were discussed:-

- Ms. Geeta informed the NSS committee members that 4-5 NSS students will be attending The inaugural event of Ek Bharat Shreshtha Bharat , a virtual exchange of cultural & Folk songs between Maharashtra & Odisha on 27th July 2020 at 3:00 pm – 5:00 pm on Webex meetings
- Ms. Purna informed the NSS committee members that a few students will be attending a webinar hosted by the Rotaract Club on the topic 'Hepatitis B' on 28th July 2020, 2:00pm - 3:00pm on Zoom meetings
- NSS Enrollment forms for the year 2020-21

Key Decisions

- The list of students attending/participating NSS activities online will be shared in the faculty group for the subject teachers to take into consideration their leave for absence
- The file which consisted of 10 marks allocated to students who took part in NSS activities in the year 2019 - 2020 has been sent to the university to Dr . Nitin S Prabho Tendolkar
- An excel sheet to be made with the following details for NSS activities for the year and will be made available in Google drive for all the NSS Committee members to enter the following details :-
Date , name of the activity , no of students , objective , collaboration, etc.
- NSS enrolment forms for the year 2020-21 will be created as google forms by Ms. Geeta and will be circulated to all the students.
- Selective Second year students from all streams to fill the NSS enrolment forms 2020-21
- NSS Accounts file for the year 2019-2020 to be handed over to Principal ma'am by Ms. Geeta & Ms. Purna
- One hour program to be conducted for Independence Day on zoom meetings.

Actions to be Taken

It has been unanimously decided to take the following actions:-

Topic	Action	Responsible	Due Date	Comments
Independence Day Celebration	To discuss the nature of events to be conducted by NSS Unit with Principal Ma'am	Ms. Geeta Varun Ms. Purna Ramteke	-	none
List of NSS Activities 2020-2021	To be updated every week after every event(s)	Committee Members	-	none

12/9/2020

NSS PO

4pm - 5:30pm

Agenda:

- Discussion for NSS enrollment form

As per today's meeting there are following work to be done:

1. Google form for NSS enrollment will be made by swati partani
2. Website page will be done by Vannetta and maitri but all the events will be posted by Sharon, saloni and Rita mam (rotaract) on a common google doc on our new NSS Id. Geeta, Prema and Swati will assist through this process.

27/10/2020

5pm - 6pm

Topic: NSS Meeting

Time: Oct 27, 2020 05:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/85092860641?pwd=TlpYQ1lnZ01TdUt3eVRGbWFSSmgwZz09>

Passcode: 11

Find your local number: <https://us02web.zoom.us/j/85092860641?pwd=TlpYQ1lnZ01TdUt3eVRGbWFSSmgwZz09>

Agenda: NSS page for College website

30/10/2020

11am - 12pm

Topic: Meeting of NSS PO's for Format of Website Page

Time: Oct 30, 2020 11:00 AM

Join Zoom Meeting

<https://us02web.zoom.us/j/86476431273?pwd=ZUJRUWZQWIBYSjVWQkJRbEJVam5zUT09>

09

Meeting ID: 864 7643 1273

Passcode: 11

Find your local number: <https://us02web.zoom.us/j/86476431273?pwd=ZUJRUWZQWIBYSjVWQkJRbEJVam5zUT09>

20/11/2020

12:30pm - 1pm

Topic: NSS Meeting for PO's

Time: Nov 20, 2020 12:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88475530058?pwd=aUFjQ1ZNMxcwT3N0bnFhd3pzNzIxUT09>

Meeting ID: 884 7553 0058

Passcode: nss

Meeting ID: 884 7553 0058

Passcode: 886171

Find your local number: <https://us02web.zoom.us/j/kdX4fgeq0f>

Agenda:

- Updated website
- Information distribution

15/12/2020

NSS Meeting

12pm - 1pm

Topic: NSS Meeting for NSS Enrollment Form

Time: Dec 15, 2020 12:00 PM

Join

Zoom

Meeting

<https://us02web.zoom.us/j/86286819825?pwd=NDJqTXJFdnFmTitnQURHbIR3THQvUT09>

Passcode: 11

Find your local number: <https://us02web.zoom.us/j/kbBIIfcScm>

18/12/2020

2pm - 3pm

Topic: Talk on Minority Rights

Time: Dec 18, 2020 01:30 PM Mumbai

Join Zoom Meeting

<https://us02web.zoom.us/j/89525689141?pwd=VkFqRW01SWdDWIU5UDF1NU9EL3BEUT09>

Meeting ID: 895 2568 9141

Passcode: 11

Find your local number: <https://us02web.zoom.us/j/kB90TH0mW>

Planning of talk on Minority Rights by Mr. Sanjeev Nigam, writer & social worker,

- Planning for the orientation programme 2021
- Duties allocation

12/1/2021

Meeting of NSS PO's with Principal Ma'am

Time: Jan 12, 2021 01:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/83625645485?pwd=QmVHdEY2M3NJODdERIE2SW1MbjRSdz09>

Meeting ID: 836 2564 5485

Passcode: 600147

Find your local number: <https://us02web.zoom.us/u/kk3cmK8Fc>

Agenda:

- T-Shirt Making Planning
- Planning on sending students to Inauguration of Centre at Panvel

(Rotary organized event)

3141 (RCDA)

15/2/2021

3pm - 4pm

Topic: NSS Meeting to Follow up of event at Panvel

Time: Today, Feb 15, 2021 03:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88326047462?pwd=Z0s1bzFwcGx3UHRrWGgvMGdBTituZz09>

Passcode: 11

Find your local number: <https://us02web.zoom.us/u/kq475WAZN>

10/3/2021

7pm - 8pm

Topic: Meeting of NSS PO

Time: Mar 10, 2021 07:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/85643311106?pwd=bzVFTVg1TWxBN0VOTFUwRmdPaTFuZz09>

Meeting ID: 856 4331 1106

Passcode: 11

Find your local number: <https://us02web.zoom.us/u/kby7jV80gT>

Agenda

- Preparing the best of TY students who are eligible for 10m in University level

24/3/2021
5pm - 6pm

Topic: NSS Meeting for Appreciation Letters

Time: Mar 24, 2021 05:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87586234791?pwd=dTk0NVJHNG9zRXN5TWdCVVWaOURrdz09>

Meeting ID: 875 8623 4791

Passcode: 11

Find your local number: <https://us02web.zoom.us/u/kev8eTRgAy>

- List Updated & Confirmed for marks with other teachers



28/4/2021

Topic: NSS PO Meeting With Principal Ma'am

Time: Apr 28, 2021 01:30 PM Mumbai

Join Zoom Meeting

<https://us04web.zoom.us/j/78424639249?pwd=TWpIbmkzODk3eFJJTFdnVlZ4Yjh0QT09>

Meeting ID: 784 2463 9249

Passcode: A4s3mF

Agenda: Poster making competition for 30 days Awareness program

A meeting was called by Principal Dr Rajshree Trivedi with Three NSS PO's.

Agenda: Poster making on vaccination drive

Date: 28th April, 2021

Time: 1:30-2:00 pm

Members attended:

MS Geeta Varun

Ms Prerna Ramteke

Dr Swati Partani

Posters making for awareness of vaccine

Students will identify with covid, without covid, taking age group consideration

Who will bear the cost of vaccine if we start in the college

So we will make 30 posters for social media

Each dept will make 5 posters

Video of covid survivors for social media

28/04/2021
5.15 to 6.15pm

Topic: NSS Team Meeting

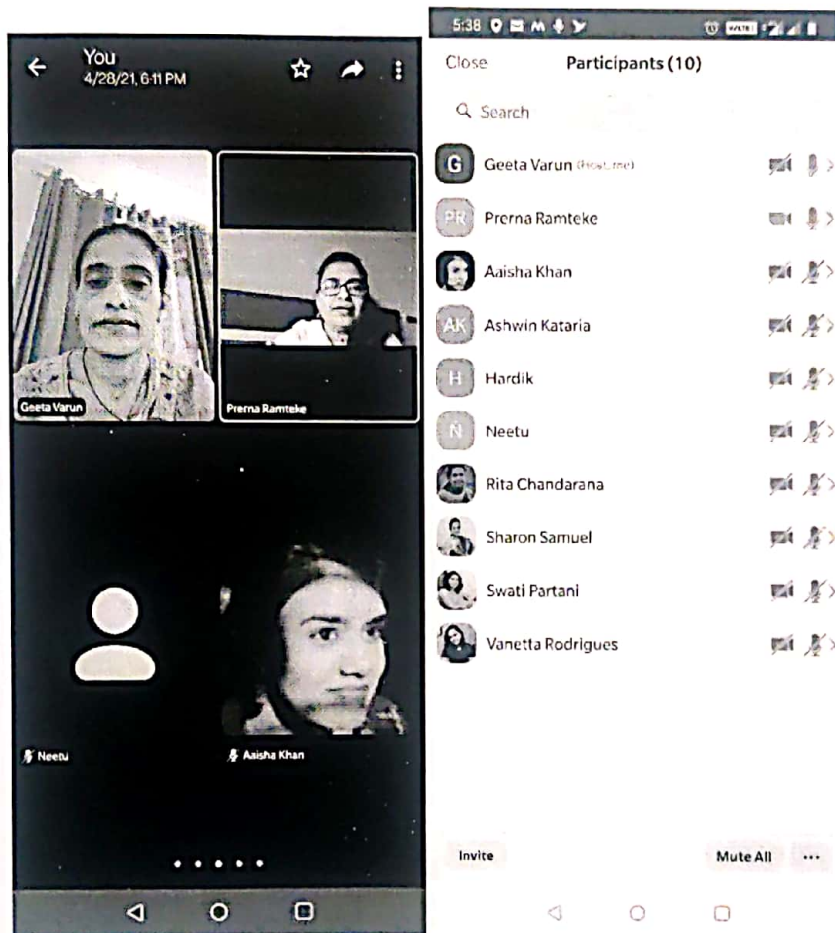
Time: Apr 28, 2021 05:15 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87312768390?pwd=eHBWTjF2MUdBMG9BV2lMdFJqWEk3UT09>

Meeting ID: 873 1276 8390

Passcode: 11



19/5/2021

2pm

Topic: NSS Team Meeting

Time: May 19, 2021 02:00 PM

Join Zoom Meeting

[https://us02web.zoom.us/j/83200618877?pwd=ZUJRUWZQWIBYSjVWQkJRbEJVam5zUT](https://us02web.zoom.us/j/83200618877?pwd=ZUJRUWZQWIBYSjVWQkJRbEJVam5zUT09)

09

Passcode: 11

Find your local number: <https://us02web.zoom.us/j/83200618877?pwd=ZUJRUWZQWIBYSjVWQkJRbEJVam5zUT09>

NSS Team Meeting

Agenda

- Planning for NSS certificate meeting (University)

27/5/2021

2pm

Topic: NSS Meeting

Time: May 27, 2021 02:00 PM

Join Zoom Meeting

[https://us02web.zoom.us/j/81578198833?pwd=VG80VVhwRnBmMVh1d3BncEZZTkx0dz0](https://us02web.zoom.us/j/81578198833?pwd=VG80VVhwRnBmMVh1d3BncEZZTkx0dz09)

9

Meeting ID: 815 7819 8833

Passcode: nss

College

- For certificate writing for students for Academic Year
- Follow up for the poster making competition

NANAVATI INNOVATION
AND
ENTREPRENEURSHIP -
DEVELOPMENT INCUBATION
CENTRE

Minutes Book

2019 onwards.

Minutes of the Meeting

The following is an account of the minutes taken on 17th Sept 2020.

Attendees

The following members were Present.

Dr. Rita Patil - Incharge

Jyotsana Raut - Co-incharge

Mrs. Geeta Varun

Mrs. Pranaya Revankar

Ms. Snehal Abham

Mrs. Saloni Mehta

Patil
Jyotsana
Varun

Pranaya
Abham
Mehta

Agenda

To arrange workshop for the students for entrepreneurship.

Topics of Discussion

The previous meeting minutes were approved by the members of the NIEDIC Committee.

The meeting started with the briefing about conducting the workshop of 3 Days for the students. The workshop will be conducted by Mr. Nilesh Iele managing director of Exelon Food bio Advisors Pvt. Ltd. a company that provides technical and management consultancy to startup and small & Medium enterprise.

The workshop will be in the last week of February. The cost for the same will be Rs. 400 per student. The teachers will collect the names of the interested students for the same.

The committee members discussed the Annual exhibition to be held in the college premises in the

collaboration with Dr. BNGDC on 4th and 5th February 2020. NIEDIC along with Department of Food and Nutrition (Bite and Delight), Department of Accountancy, Finance and Insurance and Department of Management Studies (Cuntra Bizzz) will collaborate for the annual exhibition.

Stalls will be allotted to the students to sell their stuff. Teachers to encourage students for putting up their stalls.

5th October 2020

Maniben Nanavati Women's College
Nanavati Innovation Entrepreneurship Development Incubation Centre
Minutes of the Meeting

The following is an account of the minutes taken on the Google Meet held on 5th October 2020 at 5:15 pm.

1. Attendees

The following members were PRESENT

Meeting Chairperson	Dr. Rajashree Trivedi
Incharge	Dr. Rita Patil
Co-incharge	Mrs. Jyotsana Raut
Member	Ms. Geeta Varun
Member	Mrs. Pranaya Revandkar
Member	Mrs. Snehal Obhan
Member	Mrs. Saloni Mehta

Handwritten signatures:
Rajashree Trivedi
Rita Patil
Jyotsana Raut
Geeta Varun
Pranaya Revandkar
Snehal Obhan
Saloni Mehta

2. Agenda

To Discuss the website page

To Discuss the Advisory Board members of the NIEDIC

To start creating startups with the help of Ms. Geeta Varun through her existing business

3. Topics of discussion

The minutes of the previous meeting were approved. The 3 Days workshop on entrepreneurship could not happen because of the pandemic.

The meeting started with the briefing of the website page. The following points were discussed:-

- 1) Website page should be designed in such a way , that it should include points like concept note, Objectives and outcomes of NIEDIC.
- 2) An advisory board needs to be formed which will include Suketu Sir, Minal Mohadikar madam and some industry persons and some industries to be joined to promote their businessess, Research Organisations.
- 3) Paperwork of NIEDIC to be done for NAAC. Report writing to be done by Ms. Pranaya Revandkar and documents needs to be collected from Sharma madam.
- 4) Website page will be designed by Dr. Rita Patil and Mrs. Jyotsana Raut
- 5) Brochure to be prepared by Snehal Obhan and Mrs. Twinkle Sanghavi
- 6) Advisory Board members to be contacted and formed by Dr. Rajashree Trivedi and Dr. Rita Patil.
- 7) For entrepreneurship Ms. Geeta Varun has to encourage students for the same and a report of her business needs to be collected.

4. Key Decisions

- Website page to be designed with different contents .
- Work distributed among the members of the committee.
- Advisory Board will be formed for mentoring of the students.

23rd November 20

Maniben Nanavati Women's College
Nanavati Innovation Entrepreneurship Development Incubation Centre
Minutes of the Meeting

The following is an account of the minutes taken on the Google Meet held on 23rd November 2020 at 2:00 pm.

1. Attendees

The following members were PRESENT

Incharge	Mrs. Jyotsana Raut	<i>Jyotsana Raut</i>
Co-incharge	Ms. Geeta Varun	<i>Geeta Varun</i>
Member	Dr. Rita Patil	<i>Rita Patil</i>
Member	Mrs. Pranaya Revandkar	<i>Pranaya Revandkar</i>
Member	Mrs. Vaishali Ranadive	<i>Vaishali Ranadive</i>
Member	Mrs. Snehal Obhan	<i>Snehal Obhan</i>
Member	Mrs. Saloni Mehta	

2. Agenda

To discuss the SOP of NIEDIC 2020-21

3. Topics of discussion

Previous Meeting minutes were approved by the committee.

The meeting started with the briefing of the SOP. The following points were discussed:-

- 1) Listed out the activities of SOP month wise
- 2) In the month of December Identification of students 2 from each department for entrepreneurship development.
- 3) In the month of January and February a workshop to be conducted on entrepreneurship.
- 4) In the month of April and May talks by different experts to be organised
- 5) If the situation becomes normal, then exhibitions or Tuck shops to be put up by students in the college, also a visit to a manufacturing industry will be planned after the pandemic.
- 6) A brochure needs to be prepared for registering the prospective students in NIEDIC, who will be trained in the later stage. Also a Google form link will be attached to the brochure for the same.
- 7) Experts can be called from Atal incubation centre for talks or sharing their experiences.

4. Key Decisions

- SOP Finalised
- Activities to be carried out according to the situation
- Identification of the students in the first stage
- Workshops and talks after the identification of the students

Minutes of the Meeting

Date: 25/09/2020

A Zoom Meeting was held by the Examination Committee Members on **25th September 2020 at 10.30 am** to discuss the examination schedule and pattern of First Year B.A., B.Com, BMS, B.Com (AFI), & B.Design courses. The following points were discussed and decided in the meeting:

- 1) To give instructive guidelines to all Teachers for smoothly conducting the First Year Examination of all the streams as under -
 - a) To set a Question Paper in Google form with 30 questions (2 marks each) of Multiple Choice Patterns. For the Paper, make settings for the time limit and not to show responses or the scores to the students and also not to give edit response option open once paper is submitted.
 - b) Subject Teachers to make a WhatsApp Group of the ATKT Students.
 - c) Subject Teachers to conduct the Exam preferably on Google Meet as per the time table and the Exam Question Paper link to be given in the Chat Box during the Meet.
 - d) To submit the Google Question Paper link to the Examination Section on the day of Exam before 10 am.
 - e) The Exam link should be kept live for 30 minutes more than the exam time considering the contingencies of power failure or connectivity issues with students.
 - f) To submit the Question paper, Responses (Marksheet) Spreadsheet and Attendance Sheet of the exam conducted to the Exam section and the Coordinator next day before 1 pm.
- 2) The Exams process will be coordinated by the committee members as -
 - B.A. (Gujarati Medium) -Ms. Rita Chandarana
 - B.A (English Medium) - Dr. Anuja Deshpande & Ms. Shama Chavan
 - B.Com - Prof Sunita Sharma, Dr. Preeta Joshi & Ms. Rita Chandarana
 - B.M.S - Ms. Pranaya Revandkar
 - B.A.F.I - Ms. Yuti Chandan
 - B.Design- Ms. Neethu Pillai
- 3) The queries asked were resolved and suggestions given were considered to work upon for smooth conduct of the exam.

The meeting was co-ordinated by Ms. Rita Chandarana & Dr. Anuja Deshpande. It was attended by Ms. Shama Chavan, Ms. Pranaya Revendkar, Ms. Yuti Chandan, Prof. Sunita Sharma and Dr. Pręeta Joshi and Ms. Neetu Pillai.

Minutes of the Meeting

27/11/20

A virtual Zoom meeting was held on 27th November 2020 from 11.30- 12.40 pm which was attended by following members.

Principal - Dr. Rajshree Trivedi

Supervisor - Dr. Rita Patil

IQAC Coordinator- Dr. Twinkle Sanghvi

In Charge - Ms. Rita Chandarana

Co- In Charge -Ms. Shama Chavan

AGENDA: Conducting Internal Tests for all FY, SY & TY classes.

The following resolutions were passed in the meeting:

1. The FY, SY, TY BA, BCom, BMS, BAFI examination will be conducted from 11th January 2021 to 18th January 2021.
2. Teachers have to conduct examination online on either Google Meet or Zoom platforms
3. The Question Paper to be submitted would contain Multiple Choice Questions (MCQ).
4. The time duration would be 40 minutes.
5. The exams to be conducted in 3 slots (8 to 9, 10 to 11 and 12 to 1.00)
6. Teachers to be given guidelines for conducting online examination.
7. The students to be given guidelines for appearing for online examination.

Principal Madam suggested that the examination committee keep the record of the following documents as per the examination:-

1. The Examination conduction notices.
2. The Time tables which are displayed faculty wise.
3. The minutes of various meetings those are conducted over a period of time.
4. The attendance record, the question papers, the mark sheets submitted by teachers and the verified mark sheets after marks entry.

Principal Madam in consultation with the IQAC suggested to give the rubrics to students where in they are informed which questions are skill based, memory based, application based and used as problem solving questions. The evaluation should be done according to rubric. IQAC should document how every department is to maintain the rubric for evaluation.

Examination In charge Ms, Rita Chandarana along with the Supervisor Dr. Rita Patil suggested that the IInd term Unit test should be conducted from 1/06/2021 to 7/06/2021.