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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 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:**

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

- a. 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 Fried rich 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. Trivedi

Dr. Rajshree Trivedi
Principal, MNWC



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Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

Ref. :

Date :

IQAC
Minutes of the In House Meeting
Held on
26th February 2019
Time: 12.00 pm onwards Venue: Principal's Office

The Agenda:

1. To discuss the feedback forms and formats for 2018-19
2. To discuss the Vocational Education/ Training/Career Readiness Programme
3. Any other matter with the permission of the Chair

Names of the Members present and their Signatures:

Dr. Rajshree Trivedi -Principal
Dr. Twinkle Sanghavi – IQAC Co-ordinator
Dr. Sunita Sharma
Dr. Rita Patil
Dr. Sejal Shah

Agenda No.1- To discuss the feedback forms and formats for 2018-2019:

The in house IQAC committee meeting was conducted to discuss the formats for **Feedback** of Students, Teachers, Alumni, PTA etc, as this is one of the important requirement of the institution to excel in imparting quality education to students. It was decided the Teachers' feedback on syllabi is forwarded by the concerned teachers to their respective Board of Studies of SNDT Women's University.

Principal Dr. Rajshree Trivedi suggested that the existing feedback formats need to be revised and restructured. She also suggested that as per the suggestion given by Dr. Venkatramani in one of the meetings, the feedback should be taken only from those students who are regular in their attendance keeping 60 to 70% attendance as cut off. Also feedback should be taken during the regular lectures and not during the exams which were the practice earlier followed.

Dr. Sunita Sharma suggested that no negative questions should be there and no personal questions on teacher should be asked.

It was decided that new formats will be made by the in house NAAC committee. Dr. Rajshree Trivedi suggested that infrastructure related feedback should be taken from first year. Dr. Rita Patil and Dr. Sejal Shah suggested that infrastructure related feedback should be taken in the end of second term from the first year students, even parents feedback should be taken from first year during the result. It was decided that IQAC members will personally go for feedback in the class.



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Agenda No.2- To discuss the Vocational Education/ Training/ Career Readiness Programme

Vocational Education and training is one of the important aspect in NAAC regarding training it was decided that next year in 2019 June along with bridge course vocational training can be started for third year students. It was decided that the IQAC would establish linkages with organizations that train students for employability skills, competitive exams and career readiness . Prof Sunita Sharma shared that Antarang is one such NGO that supports employability and career readiness programme.

Agenda No.3- Any other matter with the permission of the Chair:

There being no other matter, the Meeting ended with a note of thanks.

Twinkle Sanghavi

Dr. Twinkle Sanghavi
IQAC Coordinator

**IQAC Coordinator
MANIBEN NANAVATI WOMEN'S COLLEGE
Vallabhbai Road, Vile Parle (West),
MUMBAI - 400 056.**

PP Trivedi

Dr. Rajshree Trivedi
Principal

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

Minutes of the Meetings

26th February 2019

Agenda:

- 1) To discuss the feedback forms and formats for 2018-19
- 2) Vocational Education/ Training

Dr. Rajshree Trivedi

Dr. Twinkle Sanghavi – IQAC Co-ordinator

Dr. Sunita Sharma

Dr. Rita Patil

Dr. Sejal Shah

Sign

R. Trivedi

T. Sanghavi

S. Sharma

R. Patil

S. Shah



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Principal
Dr. (Mrs.) Rajshree Trivedi

Ref. :

Date :

IQAC

**Minutes of the Meeting
held on
Friday, 26th October 2018
Time: 12.00 pm Venue: Board Room**

The Agenda:

1. Approval of the Minutes of the Meeting held on 14th July 2018
2. To decide the date for Academic Audit for the year 2017-2018
3. Setting up the Incubation Cell
4. Setting up Internal Academic Audit Cell – “Towards Academic Progress – TAP”.
5. Finalizing of AQAR – 2017-18
6. To plan the Library Audit
7. Any other matter with the permission of the Chair

The following members had taken leave for absence:

1. Prof. K. Venkataramani
2. Dr. CiciliaChettiar
3. Ms. Twinkle Sanghavi
4. Ms. SudhaNarkar

Agenda No.1: Approval of the Minutes of the Meeting held on 14th July 2018

The Minutes of the meeting held on 14th July 2018 were read out. Dr. Rajshree Trivedi pointed out that one of the items on the agenda of the previous meeting – “The New Grading Pattern of NAAC” – should again be postponed to the next meeting because of the leave of absence by Prof. Venkataramani and Prof. Vibhuti Patel. It was “Resolved that the Minutes of the Meeting held on 14th July 2018 are approved and confirmed.”

Agenda No.2- To decide the fresh date for Academic Audit for the year 2017-2018:

On the basis of the inputs received from the teaching faculty, it was decided that 8th January 2019 would be the suitable day for conducting the Academic Audit for the year 2017-2018. Dr. Rajshree Trivedi suggested the members that the Departments should prepare their



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reports on the basis of Qualitative & Quantitative Metric all the departments would make a PPT

presentation and also fill in the Criterion-wise templates along with the supporting documents in soft copies. Prof. Sunita Sharma asked who would do the scanning work. Dr. Rathod

replied that IQAC Coordinator will prepare a department wise time table and scanning will be done in NAAC Room as scanner is available in the same room by allotting one office staff. Mrs. Himadri Nanavati emphasized that all the preparations of Audit should be absolutely ready "as if the NAAC is happening tomorrow".

Agenda No.3- Setting up the Incubation Cell

Dr. Rajshree Trivedi informed the members that a rough proposal for starting as Incubation Cell following the new guidelines from NAAC had been submitted to Principal Dr. Harshada Rathod on 7/9/2018. She left the idea open for the forum to decide how to go ahead with the new proposal. She explained the scope, importance and function of the Cell with a special emphasis on how it was important to have cell as a Think Tank. Prof. Sunita Sharma informed everyone about how her department had brainstormed the idea of associating students with LIC of India and how the idea met its end result with 29 students completing the project. Mr. Suketu Jariwala pointed out that it was exactly what the cell would do to multiple ideas that germinate and take the form of a full-fledged reality. He also said that ideas & activities scanned under the cell would control duplications and repetitions of events. Prof. Vibhuti Patel suggested that any new idea related to research, learning or extension activities could be undertaken by the cell. Dr. Harshada Rathod asked about the composition of the Cell Dr. Vibhuti Patel suggested that the members would be from Industry, Research and Academics. Principal Rathod opined that it would be better to do so after appointment of new Principal w.e.f. 1st February 2019, onwards.

Agenda No. 4- Setting up Internal Academic Audit Cell – "Towards Academic Progress – TAP".

Dr. Rajshree Trivedi had submitted a proposal to Principal Dr. Harshada Rathod on 15/9/2018 for starting an Internal Cell that would look into the quarterly report of the Departments. The objective of the Cell was to review the quarterly reports submitted by the Departments. Dr. Rajshree Trivedi put forth the idea that the annual academic audit could be



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converted into an internal quarterly review process. The teachers, however, suggested that the annual academic audit was a better option. It has been decided to go for the annual academic audit pattern unanimously. It was thus, resolved that the College will continue to have the Annual Academic Audit System.

Agenda No.5- Finalizing of AQAR – 2017-18

Principal Dr. Harshada Rathod informed everyone that AQAR for 2017-2018 has been done and will be dispatched in the coming week.

Agenda No.6 - To plan the Library Audit:

Principal Dr. Harshada Rathod informed the members about the College Library going to conduct Library Audit. Very few colleges had library audit. The IQAC meeting was preceded by Library Committee meeting and the performa for the Audit was presented in it by Ms. Sheetal Salve. She ircularated the copy of the Audit report to be submitted to Dr. Santosh H. from Nagindas Khandwala College who will be invited as the Auditor on 15th November 2018 at 11.00 a.m. onwards.

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

Dr. Harshada Rathod informed the members that "Quality Digest", the IQAC newsletter which was bi-annual is now converted into a quarterly newsletter because of increase in number of activities. It has been decided that cover page should have only title and number of the issue, month, year etc to cover more information.

a. Solar energy:

Principal informed that under CSR SAS is willing to spare more fund to College. She informed that by installing LED light the electricity bill been reduced by 20-25%. In the light of the same line she recommended that the proposal for solar project to be submitted under CSR to SAS. Dr. Rathod said that she had received Quotations for installing solar panels. Held meeting with Shri.ShachinbhaiNanavati with Go-green vendor and another second meeting with another vendor will be in the next week with Shri. Shachinbhai Nanavati for the approval of the project.



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b. Demonstration of Smart Classroom:

Dr. Rathod said that a demonstration of smart classroom for the teachers of all the 3 sections of the College – MNWC, TCLV & BNCDC – was conducted on 22/10/2018 to make them familiar with the operational systems.

c. Inter-Generational bonding between grandparents and children:

Dr. Rathod informed everyone that the Department of Child Development and PTA is organizing a programme for parents & grandparents on 30 October, 2018 sponsored by Ministry of Social Justice and Empowerment, Government of India and National Institute of Social Defence in collaboration with Bhartiya Vikas Parishad, Centre for Social Change and Regional Resource Training Centre. About 200 parents & students would be participating in the same.

The meeting ended with a vote of thanks.


Dr. Rajshree Trivedi

IQAC Coordinator

IQAC Coordinator
MANIBEN NANAVATI WOMEN'S COLLEGE
Vallabhbai Road, Vile Parle (West),
MUMBAI - 400 056.

MANIBEN NANAVATI WOMEN'S COLLEGE

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Held on 26 October 2018

Time: 2.00 pm onwards

NAME OF THE MEMBER	SIGNATURE
SMT. HIMADRIBNEN NANAVATI	Hs Nanavati
DR. YOGINI SHETH	Yogini Sheth
DR. HARSHADA RATHOD	HR 26-10-2018
PROF. VENKATARAMANI	Absent
PROF. VIBHUTI PATEL	Vibhuti Patel
MR. SUKETU JARIWALA	S
DR. RAJSHREE TRIVEDI	RT
PROF. SUNITA SHARMA	S. Sharma
DR. SEJAL SHAH	S
DR. RITA PATIL	R Patil
MS. TWINKLE SANGHAVI	Absent
DR. CICILIA CHETTIAR	Absent
MS. SHITAL SAWANT	Sawant
MS. KEYAA MUKHERJEE	K Mukherjee
MS. SUDHA NARKAR	Sudha
MS. KINJAL MEHTA	K Mehta



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Minutes of the Meeting

Held on

Held on Saturday, 14 July 2018

Time: 10.30 am Venue: Board Room

The Agenda:

1. Approval of the Minutes of the Meeting held on 23rd March 2018
2. Academic Audit on 4th August, 2018
3. MOU with IQAC Cluster & taking the role of Lead College
4. Workshop in July 2018 by Resource Persons from the Cluster
5. The new grading pattern of NAAC
6. Any other with the permission of the chair.

The following members had requested for the leave of absence

1. Prof. K. Venkataramani
2. Prof. Vibhuti Patel
3. Smt. Himadri Nanavati
4. Ms. Kinjal Mehta

Agenda No. 1- Approval of the Minutes of the Meeting held on 23rd March 2018:

It was unanimously "Resolved that the Minutes of the last Meeting held on 23rd March 2018 is approved and confirmed."

Agenda No.2- Academic Audit on 4th August, 2018:

The second item on the taken up was about conducting academic audit. The date decided for the same was 4th August 2018. The teachers of the IQAC requested Prin. Dr. Harshada Rathod to postpone the date again to October 2018 because of following reasons:



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a. The admission process has been delayed because of the delay in the opening of the university portal

b. The university has already decided the dates for semester final exams i.e. from 4th October 2018 onwards which makes the academic term very short.

It was resolved that the Academic Audit could be organized in October keeping in mind the new NAAC framework. Each department will prepare a report based on criterion-wise questions. It was decided that the administrative audit would be conducted as per the schedule on 30th July, 2018. The Joint Director of Education would be coming for the Admin Audit. Principal Dr. Harshada Rathod said that the ICT audit would be conducted on 1st August 2018. Ms. Sindhu from N. K. College would be invited for the ICT Audit.

Agenda No.3- MOU with IQAC Cluster & taking the role of Lead College

The third item on the agenda was signing MOU with Cluster Colleges. Dr. Rajshree Trivedi informed the members about the plan to collaborate with IQAC Cluster Maharashtra, a group of 150 Colleges who have signed 3 MOUs under 3 Lead Colleges. She informed members that our College has proposed to play the Lead role and 20 Colleges have showed their consent to join our Cluster which would be formed on 27th July 2018 at our College. The Principals and IQAC Coordinators would be visiting the college to sign the MOU. The Cluster will often a platform share & exchange their resources, experiences and expertise to IQACs for the new NAAC guidelines.

Agenda No.4- Workshop in July 2018 by Resource Persons from the Cluster

The fourth item on the agenda was organizing a workshop for the IQAC team teachers of our college and the Principals and IQAC Coordinators visiting our college on 27th July 2018. Prof. K. Venkataramani would speak on "Major Reasons for the Decline of Grades in the New NAAC Assessment". Prof. Peeyush Pahade, the Founder – Member of the IQAC Cluster Maharashtra would talk on "Shifted Goal Posts in the New NAAC Assessment". Ms. Keyaa Mukherjee, Office Superintendent would talk on "Office Automation". Dr. Rajshree Trivedi requested the IQAC members to make the workshop and MOU signing event a great success.

Agenda No. 5- The new grading pattern of NAAC

The next item – "The New grading pattern of NAAC" was postponed to the next meeting because of the absence of Prof. K. Venkataramani & Prof. Vibhuti Patel.

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



Estd.: 1972
NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE

BEST COLLEGE 2018-2019 Awarded by SNT Women's University, Mumbai

(Affiliated to S.N.D.T. Women's University)

Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL
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Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

Ref. :

Date :

The next point taken up was the new format for Quarterly Reports. Dr. Rajshree Trivedi presented copies of the revised format for the Department Reports. The Peak perfumers' format for student Achievers was to be retained. Principal Dr. Harshada Rathod recommended that the individual reports for the teachers should be prepared every year in the new API format of the SNT Women's University.

Mr. Suketu Jariwala suggested that the department format should have a column for the outcomes of the activities carried out. Dr. Rajshree Trivedi noted down the suggestion and assured that it will be incorporated in the columns. She also said that the departments were actually noting down the details of outcome along with the photographs of the events.

The issue of Green Audit was also taken up. Dr. Harshada Rathod informed the members that the college has already completed Waste-Audit & working gradually towards the Green Audit. She said that the project proposal for solar power was ready.

Dr. Rajshree Trivedi put forth a point about the changes required to be carried out for the upgrading the College Library. In her opinion, if there is some kind of automation services that the Library installs, a proper statistical data of number of users and visitors would be easily available to IQAC for the AQAR and SSR purposes. Ms. Sheetal Sawant, the Librarian requested the teachers to encourage the students to avail more and more facilities offered by the Library. The teachers suggested that like the Signage Board installed in the Main Foyer of the College, if the Library also installs one in the First Floor Corridor, the students will get the latest updates from the Library about the facilities provided. There was also a discussion on increasing the number of e-resources other than the N-List services. Ms. Sheetal Sawant, the Librarian was requested to do the needful for implementing all the suggestions. She assured that she would work that out with her team.

The meeting ended with a note of thanks.

Dr. Rajshree Trivedi

IQAC Coordinator

IQAC Coordinator
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Vallabhbai Road, Vile Parle (West),
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MANIBEN NANAVATI WOMEN'S COLLEGE

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Held on 14 July 2018

SR. NO.	NAME OF THE MEMBER	SIGNATURE
1	SMT. HIMADRIBNEN NANAVATI	Absent
2	DR. YOGINI SHETH	Yogini Sheth
3	DR. HARSHADA RATHOD	H.R.P. 14/7/2018
4	PROF. VENKATARAMANI	Absent
5	PROF. VIBHUTI PATEL	Absent
6	MR. SUKETU JARIWALA	Absent
7	DR. RAJSHREE TRIVEDI	R.M.
8	PROF. SUNITA SHARMA	S. Sharma
9	DR. SEJAL SHAH	SS
10	DR. RITA PATIL	R.P.
11	MS. TWINKLE SANGHAVI	T. Sangavi
12	DR. CILILIA CHETTIAR	CC
13	MS. SHITAL SAWANT for	S. Shital
14	MS. KEYAA MUKHERJEE	K. Mukherjee
15	MS. SUDHA NARKAR	S.N.
16	MS. KINJAL MEHTA	Absent