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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 19 December 2020

Time: 10.30 am Venue: Seminar Hall, 4<sup>th</sup> Floor, College Campus

### The Agenda:

1. Confirmation of the Minutes of the Meeting held on 7<sup>th</sup> 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
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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 7<sup>th</sup> November 2020:

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





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## 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.





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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.

*T. Sanghavi*  
Dr. Twinkle Sanghavi  
IQAC Coordinator

*R. Trivedi*  
Dr. (Mrs.) Rajshree P. Trivedi  
Principal  
Maniben Nanavati Women's College,  
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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 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. Perna 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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## IQAC MINUTES OF THE MEETING

Held on 21 December , 2019

Time: 10.30 am Venue: Board Room

### The Agenda:

1. Approval of the Minutes of the Meeting held on 31<sup>st</sup> August 2019
2. Proposal to start Research Centre & Endowment Lecture Series
3. E-content development
4. Gender Empowerment Week
5. Coaching for Competitive Exams
6. Incentive policy for the recognition of teachers' achievements
7. Moving towards waste-free and eco-friendly campus
8. Any other matter with the permission of the Chair

The following members were present:

Prof. K. Venkataramani	Dr. Cicilia Chettiar
Prof. Vibhuti Patel	Ms. Sheetal Sawant
Dr. Rajshree Trivedi	Ms. Pranaya Revandkar
Mr. Suketu Jariwala	Ms. Sheetal Sawant
Prof. Sunita Sharma	Ms. Sudha Narkar
Dr. Twinkle Sanghavi	Ms. Ayesha Patel (Student)
Dr. Sejal Shah	Ms. Juee Gotle (Student)

The following members had requested for the leave of absence:

- a. Smt. Himadri S. Nanavati
- b. Dr. Yogini Sheth
- c. Dr. Rita Patil
- d. Mrs. Kinjal Mehta
- e. Ms. Keyaa Mukherjee
- f. Ms. Sakshi Sangerkar (Student)

In the absence of the Chairperson Smt. Himadri Nanavati, Prof. Vibhuti Patel who is also the Managing Committee Member chaired the Meeting.

Dr. Rajshree Trivedi began the meeting with applauding the team IQAC for successfully uploading AQARs for 2 years- 2017-2018 and 2018-2019 in a span of less than 3 months. Dr. Twinkle Sanghavi shared the kind of difficulties that the team faced because of the technical issues the portal had itself been experiencing.





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Prof. Venkataramani informed that the new manual for the Affiliated Colleges has been released. By NAAC. Dr. Trivedi had the hard copy with her and she shared with him.

Prof. Vibhuti Patel congratulated the team.

## Agenda Item No. 1. Approval of the Minutes of the Meeting held on 31<sup>st</sup> August 2019:

It was "Resolved that the Minutes of the last meeting held on 31<sup>st</sup> August 2019 was approved."

## Agenda Item No.2- Proposal to start Research Centre & Endowment Lecture Series:

The next agenda was taken up by Dr. Trivedi. Earlier with a discussion with Prof. Vibhuti Patel, Dr. Trivedi put forth the proposal to convert the Research Cell into Research Centre. The College has been conducting a wide range of research activities. She asked for the opinion to start a Research Centre and to apply to SNDT Women's University for introducing Ph.D. and M.Phil. programme in the College. Prof. Patel suggested that the University may not immediately process the proposal but the College can apply to IGNOU for a centre. Dr. Sanghavi said the IQAC team along with Research Cell committee would find out the possibilities of the same.

Dr. Trivedi then shared that the College is going to enter into its fiftieth glorious year in 2021-2022. At this juncture, the College wants to start an Endowment Lecture Series in memory of the patrons. She had briefed Smt. Himadri Nanavati about it who suggested that we could start Smt. Kantaben Shah Memorial Lecture. Smt. Kantaben Shah was the visionary who had paved new way for the College. Her daughter Smt. Angelaben Shah could be contacted for the endowment funds. Dr. Trivedi informed the house that the IQAC has prepared a proposal and Shri Shachin bhai Nanavati had agreed to forward it to Angelaben Shahs who was arriving from USA in a couple of days. Prof. Vibhuti Patel recommended that the objective of the Lecture Series should have universal values of peace and gender equality which are in alignment with the vision, mission and goals of the College.

The next point that was taken up was funding research projects of teaching faculty and students. Dr. Trivedi shared that in the meeting with HODs it was recommended that if teachers are funded by Management, they could take up research projects and involve UG and PG students in them. A sum of Rs. 40,000/- for research projects was proposed by Dr. Trivedi.

Prof. Venkataramani recommended that the amount should be increased and the number of projects to be funded could be more than one and the amount could be proportionately distributed among the researchers. Everyone welcomed the idea. Dr. Trivedi said she was going to put the budget in CDC meeting that day but now she would rework on the budget.





# 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)

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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

Dr. Trivedi informed that research proposals for Component I, II and III under the STRIDE scheme were submitted to UGCC. The College could not get Component I. Dr. Cicilia Chettiar and Dr. Rita Patil have also applied for Component II and III and the outcome is awaited. Meanwhile 7 research proposals have been sent to ICSSR under its IMPRESS scheme and their results are also awaited.

Prof. Venkataramani recommended that the research initiatives could be combined with NIEDIC, the Incubation Cell. Everyone welcomed the idea. He suggested that workshop on Research Methodology could be conducted. Dr. Cicilia Chettiar said that she had earlier already proposed to the Principal that the College could host a few of them and she and other faculty members had already been going as resource persons at various workshops. Everyone welcomed the idea and said that together they would do the needful.

Friedrich Ebert Stiftung (FES) has collaborated with the College in organizing ANVESHAN, the Annual Inter College Research Competition to be held on 30<sup>th</sup> January 2020. This year's institutional theme -Commemorating 150 years of Mahatma Gandhi: Gender Diversity for Peaceful Co-existence – is the theme. FES has consented to fund the competition with Rs. Fifty Thousand. Everyone gave a huge round of applause for this collaboration.

### Agenda Item No.3- E-content development:

In the meeting of HODs held on 16 December 2019, teachers have proposed to have a virtual classroom or a recording studio for them to record their video lectures which they want to make and share it on YouTube and other media. Soon after their recommendation, the principal has inquired about the quotation for its installation from the vendor who had installed Smart Class of the College rooms. She had received a quotation of Rs. 28 lakhs from BKS Audiovisuals. Mr. Suketu Jariwala had a look at it and volunteered to go through the prices. Prof. Patel asked the Principal to send it to Mr. Digish Rawal of SAS Institute (India), our donors for Smart Classrooms. She agreed to do so. Dr. Trivedi shared that the departments that host post graduate interns had suggested to involve the interns in the e-content development work.

### Agenda Item No. 4- Gender Empowerment Week:

Following the grand success of Gender logue conducted with FES on 30<sup>th</sup> July 2019, the in charges and Members of Women Development Cell (WDC) and Internal Complaint Committee (ICC) had suggested to the IQAC to organize gender sensitization and the IQAC, WDC and ICC together chalked out a plan to invite various NGOs for the week. From 17 to 23 January 2020, the Week would be observed. A budget of rs. 15,000/- was recommended by the Committees. Prof. Patel suggested that the College might contact Nestle, Parle, Nescafe or such other sponsoring agencies for sponsoring the event. Prof. Sunita Sharma agreed to do so.





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## Agenda Item No.5- Coaching for Competitive Exams :

The need for Coaching for Competitive Exams had been recommended by the Departments and Placement Cell. Following their recommendation, Aryan Institute was approached by Ms. Vaishali Randive, the Placement Cell In charge. The Coaching course has been started and 17 students have enrolled. Dr. BNCD Centre has volunteered to conduct the course.

Dr. Sejal Shah has also contacted Mr. VrajManiar who runs a library of 50,000 books in Dadar and runs a coaching centre for competitive exams. She is following up with them to invite them to the campus.

## Agenda Item No. 6- Incentive policy for the recognition of teachers' achievements:

The Scholarship Committee had recommended to Principal that those teachers who have been honored by external bodies for research, extension activities, cultural activities or any other dedicated efforts could be honored on the Annual Prize Distribution Day. The Principal shared that an amount of Rs. 1500/-, 1000/- and 500/- cash for recognition at International, national and state level could be budgeted by the College. Prof. Venkataramani suggested that the amount should be increased. Dr. Trivedi said that she was going to place this budget in CDC but now after working on the budget, she will put a fresh budget in the upcoming CDC meeting.

## Agenda Item No.7- Moving towards waste-free and eco-friendly campus :

Dr. Trivedi said that all the stakeholders have joined hands to make the campus waste free. Dr. Falguni Desai, the superannuated faculty member had suggested during one of her post retirement visits to install a Compost manufacturing machine on the campus. Being a teacher of Foundation Course, Dr. Desai had always been an environment conscious person and loved to share it with students.

Earlier, Mr. Arun Pawar from the Solid Waste Management Department of Bombay Municipal Corporation (BMC) had approached Principal Dr. Rajshree Trivedi to train students and faculty members for being conscious about the waste management on the campus. The College Office has already worked towards a solid reduction in consumption of paper. The NSS has already initiated two projects with Global Green Foundation for paper waste and Ecofriendly Industries for e-waste management. The Department of Food and Nutrition is already involved with manure making in Food Lab with the "Magic Basket" supplied by Stree Mukti Sangathan (SMS) under their MOU with College. The member of Maniben Nanavati Alumni Association (MNAA) in its meeting on 15th August 2019 has also shown keen interest in supporting the environmental preservation initiatives of the College.





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The IQAC along with the participating agencies-BMC, SMS, MNAA, Dr. Falguni Desai (Ex-Teacher), and Administrative Office, teachers, students and parents – has suggested making College Campus a Waste Free campus. The idea was warmly welcomed and it was decided that all the collaborative forces would be brought together to make this mission successful. The project is titled as Clean Campus, Green campus (CCGC)

Along with this matter, Dr. Sanghavi put forth that the project of making Campus green by installing solar panels and water harvesting needs to be followed up. Dr. Trivedi said that she had taken a rough estimate from the concerned vendors. For installing solar panels. The price may range from 6 lakhs to 20 lakhs and for water harvesting plant it would cost around one to one and half lakh is quoted. The same will be put in CDC for budget approval.

## Agenda Item No. 8- Any other matter with the permission of the Chair

The following matters were presented:

a. Applied for National Institutional Ranking Framework (NIRF). Dr. Rita Patil, Nodal Officer has completed the process on time. In absence of her, Dr. Twinkle Sanghavi reported about the process of completion of applying to NIRF.

b. MOU with Tata Institute of Social Sciences (TISS) for skill development programmes for employability of students under their National University Students' Skill Development project. 559 students appeared for the Aptitude Test conducted by TISS. 210 students qualified as per the TISS parameters which were low academic score and economic profile. Around 100 students enrolled for two domain courses- Hospital Management and Banking and Insurance.

Ms. Ayesha Patel and Ms. Juee Gotle said that students wanted new more courses from TISS. Dr. Trivedi assured them that she would forward their recommendation to TISS and the college would also apply for the UGC's scheme under National Skill Quality Framework (NSQF) The NSQF portal opens in June every year. Dr. Rajshree Trivedi replied to students request by saying that apart from TISS we can apply for two certificate courses- Hospital & Health Care Management and Customer Relationship Management. Everyone welcomed the idea.

c. The activities of Gandhian Studies Centre – Short Play Competition , National Conference on Sindhi, Hindi and Marathi languages, lectures by experts, Visits to Gandhian institutions and other activities were reported by the In charge Dr. Sejal Shah.

d. Among other linkages, the College has collaborated with Youth Red Cross, Airport Authority of India, FICCI Flo, and Women Graduates Union, Govt. of Maharashtra (MMVD & PWD CSR Diary and CASI Global, Govt. of Maharashtra. CASI- Model United Nations. (MUN), LIC of India, Vijaya Bank and others





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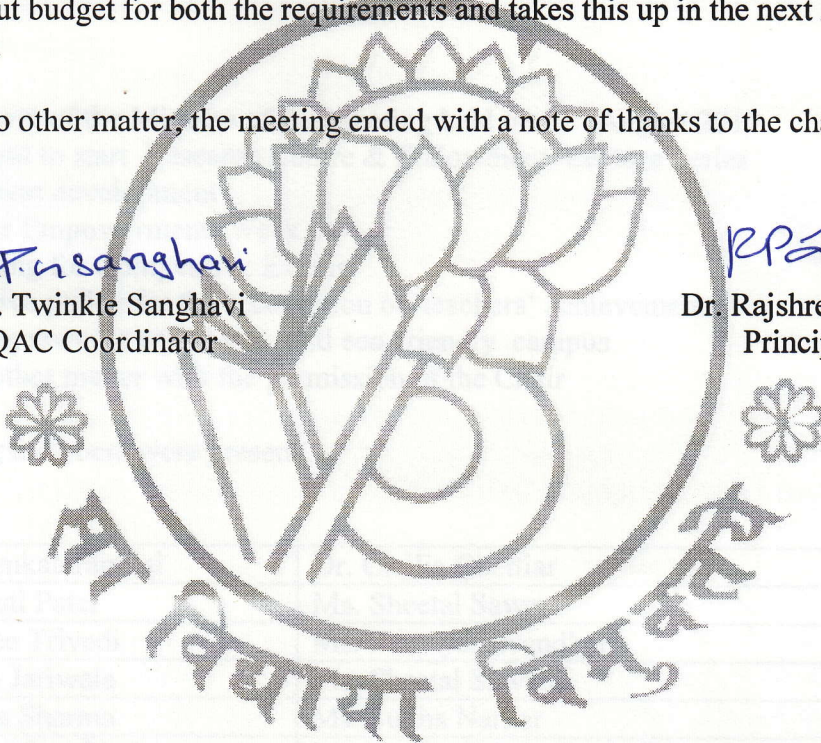
Principal  
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e. Dr. Sanghavi suggested that every year we have 2 to 3 physically disabled students for whom we need to make special facility for washroom. We have 12 students this year who have diverse learning disabilities. We could train them for certain special skills. Dr. Trivedi shared that she had discussed this matter with the TISS-NUSSD officers and they had shown keen interest in the project. She would follow it up with them. Dr. Trivedi also said that she would work out budget for both the requirements and takes this up in the next IQAC and CDC meeting.

There being no other matter, the meeting ended with a note of thanks to the chair.

  
Dr. Twinkle Sanghavi  
IQAC Coordinator

  
Dr. Rajshree Trivedi  
Principal



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## IQAC MINUTES OF THE MEETING

Held on Saturday, 31<sup>st</sup> August 2019  
Time: 11.00 am Venue: Board Room

### The Agenda:

1. Approval of Minutes of the last meeting held on 16<sup>th</sup> March 2019
2. Report of activities undertaken by IQAC
3. Recommendations to be made to College Development Council
4. AQAR for 2017-2018 and 2018-2019.
5. Any other matter with the permission of Chair

The following members had requested for leave of absence:

- a. Dr. Yogini Sheth
- b. Prof. Vibhuti Patel
- c. Dr. Sejal Shah
- d. Ms. Juee Gotle

### Agenda Item No.1- Approval of Minutes of the last meeting held on 16<sup>th</sup> March 2019:

The Minutes of the Meeting were read out and it was "Resolved that the Minutes are read and approved."

### Agenda Item No.2- Report of the Activities undertaken by the IQAC:

Dr. Twinkle Sanghavi, the IQAC Coordinator welcomed the student-members -Ms. Ayesha Patel and Ms. Sakshi Sangekar - nominated by the committee on the basis of their academic and overall performance. Then Dr. Sanghavi presented the report on the activities and initiatives undertaken by the IQAC by distributing the copies of *Quality Digest* vol. 7- February to June 2019. The digest was designed by the students. Apart from the activities mentioned in *Quality Digest*, the IQAC :

- a. Along with the Nodal Officer Dr.Rita Patil filled the RUSA NHREC MIS PORTAL for uploading historical data of the college on 6<sup>th</sup> June 2019
- b. NAAC SUPPORT COMMITTEE- Dr. Rita Patil is taken in place of Dr. Jayashree Palit who is superannuated.
- c. Launching of Project "Akshaya" and conducting haemoglobin test for students
- d. Planned Inauguration of Nanavati Innovation & Entrepreneurship Development Incubation centre (NIEDIC) on 11<sup>th</sup> September 2019. Mrs. Meenal Mohadikar and FICCI Flo to be invited for Inauguration





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- e. Registration of Alumni Association with the Office of Charity Commissioner's Office, Mumbai. MNAA directory to be named *SUMNAA* and be converted into MNAA newsletter. Membership for MNAA has been increased and is now Rs. Five Hundred only as decided on 15<sup>th</sup> August 2019 in the first meeting of the newly formed registered MNAA committee

### **Agenda Item No.3- Recommendations to be made to College Development Council:**

The teachers have given inputs for the following infrastructural changes:

- Wheel chair for the Divyangjan Every year the college has two or more physically challenged students so wheel chair is required.
- A separate washroom for the *divyangjan* to be made
- The Library to have a Reference Centre for researching teachers and students.
- RFID facility for students

The budget for the activities planned for the next academic year has to be passed in College Development Council. The Committee approved the four recommendations to be made to CDC in the forthcoming meet.

### **Agenda Item No. 4- AQAR for 2017-2018 and 2018-2019:**

The AQAR portal has opened and since the 2017-2018 report had not been sent earlier on time, the IQAC team has started working on uploading it on the AQAR portal.

### **Agenda Item No. 5- Any other matter with the permission of Chair:**

- Dr. Trivedi informed the members that the B. Fashion Design Course has started and 6 students have enrolled themselves for the programme. Since the programme is a new kind of professional course, the College is trying to establish linkage with Kashida Fashion Institute for expert guidance. Kashida Institute is an expert in the field and N.G. Khandwala College has taken them as partners for their autonomous course.
- The UGC sponsored Gandhian Study Centre is revived after the rigorous efforts of the Principal .





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

Dr. Twinkle Sanghavi  
IQAC Coordinator

Dr. Rajshree Trivedi  
Principal