

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



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

Vallabhbhai 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 9th August 2021

Time: 10.30 am Venue: Room no. 4.7

The Agenda:

1. To review previous IQAC meeting
2. To organize more activities for teachers
3. To increase more sports activities and additional infrastructure to students
4. 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. Keeya Mukherjee
Prof. Vibhuti Patel	Mrs. Kinjal Mehta (Alumnus)
Mr. Suketu Jariwala	Ms. Sheetal Sawant
Dr. Rita Patil	Ms. Sudha Narkar
Dr. Twinkle Sanghavi	Ms. Mittal Shah (Student)
Dr. Sejal Shah	Ms. Gargi Kulkarni (Student)
Dr. Anuja Deshpande	Ms. Stril Murzello (Student)

Item No. 1 of Agenda - To review previous IQAC meeting:

The Minutes of the previous meeting held on 19th December 2020 were read out. "Resolved that the Minutes of the Meeting Held on 19th December 2020 are approved."

Item No.2 of Agenda - To organize more activities for teachers:

The college has always been encouraging teachers to upgrade their knowledge and skills by supporting them in various ways such as granting leaves, allocation of funds and others.

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A need to conduct more activities for faculty development was realized. It was resolved that experts will be invited to conduct workshops and training sessions for the teaching staff to enhance the teaching- learning processes and methods.

Item No.3 of Agenda - To increase more sports activities and give additional infrastructure to students

Our students have performed well in sports, especially in Rope Malkhambh. Dr. Ravindra Katyayan, the In Charge teacher of Sports, along with the coaches had requested for a 20 feet high Malkhambh device that matches the state level requirements. Our students can practice for Intercollegiate, regional, State and national levels with such a device. So it was resolved that a Rope Malkhambh device will be installed in the backyard.

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

No other matter being there, the meeting ended with a note of thanks

F. Sanghani

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

Rajshree P. Trivedi

Dr. (Mrs.) Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
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IQAC MINUTES OF THE MEETING Held on 18th December 2021

Time: 10.30 am Venue: Room no. 4.7

The Agenda:

1. To approve the Minutes of the Meeting Held on 9th August 2021
2. To initiate Learning Management System (LMS) for Students to aid teaching learning process.
3. To plan a strategy for Advanced and Slow Learners
4. To start preparing for SSR and AQAR
5. 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. Keeya Mukherjee
Prof. Vibhuti Patel	Mrs. Kinjal Mehta (Alumnus)
Mr. Suketu Jariwala	Ms. Sheetal Sawant
Dr. Rita Patil	Ms. Sudha Narkar
Dr. Twinkle Sanghavi	Ms. Mittal Shah (Student)
Dr. Sejal Shah	Ms. Gargi Kulkarni (Student)
Dr. Anuja Deshpande	Ms. Stril Murzello (Student)

Item No. 1 of Agenda- To approve the Minutes of the Meeting Held on 9th August 2021

It was "Resolved that the Minutes of the Meeting held on 9th August 2021 is approved and unanimously accepted by all the members."

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Item No. 2 of Agenda - To initiate Learning Management System (LMS) for Students to aid teaching learning process.

Keeping the needs of the changing times in the Pandemic period and thereafter, and as per the revised guidelines of the UGC, the need for installing a formal, customized and well-designed Learning Management System (LMS) has been realized. It was "Resolved that an LMS will be installed to cater to the needs of our teachers and students."

Item No.3 of Agenda - To plan a strategy for Advanced and Slow Learners

A need to form strategies to augment the performance of Advanced and Slow Learners was discussed by the members. The Departments suggested that they devise their own strategies to customize the needs of their students keeping the curriculum in mind. The suggestion was accepted and it was resolved that the IQAC will give a general framework under which the Departments will work out their own methods and material for supporting their Advanced and Slow Learners.

Item No.4 of Agenda - To start preparing for SSR and AQAR

The IQAC Coordinator Dr. Twinkle Sanghavi informed the House that the Criterion In Charges have begun their work of finalizing AQAR for the year 2020-2021. Simultaneously, the draft for the SSR will be going on. The Departments, Committees and all the sections have been jointly working to prepare the drafts.

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

No other matter being there, the Meeting ended on a note of thanks.

T. Sanghavi

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

R. Trivedi

Dr. (Mrs.) Rajshree P. Trivedi
Principal
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Dr. (Mrs.) Rajshree Trivedi

IQAC MINUTES OF THE MEETING Held on 6TH August 2022

Time: 10.30 am Venue: Room No. 4.7

The Agenda:

1. To approve the Minutes of the Meeting Held on 18th December 2021
2. To start preparing and uploading AQAR 2020-21
3. To make new team of AQAR 2020-21 led by Dr. Rita Patil
4. 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. Keeya Mukherjee
Prof. Vibhuti Patel	Mrs. Kinjal Mehta (Alumnus)
Mr. Suketu Jariwala	Ms. Sheetal Sawant
Dr. Rita Patil	Ms. Sudha Narkar
Dr. Twinkle Sanghavi	Ms. Mittal Shah (Student)
Dr. Sejal Shah	Ms. Gargi Kulkarni (Student)
Dr. Anuja Deshpande	Ms. Stril Murzello (Student)

Item No. 1 of Agenda- To approve the Minutes of the Meeting held on 18th December 2021

Item No 2 of Agenda- To start preparing and uploading AQAR 2020-21

Dr. Trivedi informed the House that the NAAC window for filling online AQAR for the academic year 2020-2021 has opened and the work for the same will soon be started by Dr. Twinkle Sanghavi

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Estd.: 1972

Reaccredited 'A' grade

Chairman Mg. Committee
Dr. Himadri S. Nanavati

Principal

Dr. (Mrs.) Rajshree Trivedi

Item No.3 of Agenda - To make new team of AQAR 2020-21 led by Dr. Rita Patil

It was "Resolved that a new committee of senior and junior teachers to be formed to fill the online form of AQAR 2020-2021. The Committee will be led by Dr. Rita Patil."

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

No other matter being there, the meeting ended on a note of thanks.

T. Anandhan

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

Rajshree P. Trivedi

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

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 17th September 2021 at 12:00 Noon.

1. Attendees

The following members were PRESENT

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

2. Agenda

To discuss and finalize the dates of Impact Lectures on entrepreneurship and Innovation.

3. Topics of discussion

The meeting started with the briefing of the impact lectures and Institutions Innovation Council. The following points were discussed:-

- a) Dates of the impact lectures decided by all the members and Resource persons will be contacted according to the dates.
- b) First Session of Impact Lecture will be on 9th October 2021 10:00am to 1:00 pm and the Second Session will be on 23rd October 2021 so as to keep a gap of 10-14 days between the two impact sessions.
- c) For the first session Resource Persons will be Mr. Prashant Naigaonkar and Mr. Lele who are our council members. For the Second impact session the Resource Persons are Ms. Kajal Anand(MD of Debon Cosmetics) and Ms. Vedika Mehta(Owner of Vedika International).
- c) Duties of the event distributed among the members of the committee.

4. Key Decisions

- Flyer and Reports to be Prepared by Mrs. Jyotsana Raut
- Invitation and Thanking Letters to be prepared by Ms. Geeta Varun.
- Photographs and Comparing by Ms. Snehal Obhan
- Introduction of the resource persons by Ms. Geeta Varun and Mrs. Vaishali Ranadive.
- Duties of contacting the resource persons is taken by Ms. Geeta Varun and Ms. Vaishali Ranadive.
- Mrs. Pranaya Revandkar will book the Zoom and make attendance and feedback link.


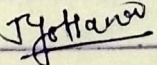


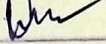


25th December 2021

The following is an account of the minutes taken on 23rd December 2021 at 12:50 pm.

Attendees

Chairperson

The following members were present

Chairperson	Dr. Rajashree Trivedi	
Incharge.	Mr. Jyotirana Raut	
Co-Incharge	Ms. Geeta Varun	
Member	Ms. Snehal Obhan	
Member	Mr. Hardik Masithia	
Member	Mr. Ketki More	
Member	Dr. Rita Patil	

2. Agenda.

Handover of NIEDIC Incharge ship to Mr. Geeta Varun

3. Topics of Discussion

The meeting started with the handing over of NIEDIC Incharge ship to Mr. Geeta Varun.

Minutes Book, Activities file and NIEDIC banner to be handed over to Mr. Geeta Varun.

Principal Maam started with the Mentor-mentee session to be conducted by IIC in collaboration with Dr. Bharna Anudkar of D.Y. Patil Institute of Technology, Pimpri.

Mentor-mentee session will help the Institute to develop entrepreneurs from small scale. They will provide seed money for the startup.

Mr. Geeta Varun and Mr. Kirjal Mehta will coordinate for the mentor-mentee session.

The activities conducted in the mentor-mentee session will help to improve the star rating of the institution. FY students to be made the target group - 2 students to be targeted.

Ms. Ketti more gave the briefing on Career Katta who will help to establish an Incubation Centre through the ministry and students will be provided guidance on getting license. They will provide handholding to the entrepreneurs. 2 students to be targeted per Career Katta. The meeting ended at 1:00 PM.

7th Jan 2022

The following is an account of the minutes taken on the goole meet held on 7th January 22 at 12.00 noon

1) Attendees :- The following members

Incharge :- Ms Geeta Varun

Co-Incharge :- Ms Kinjal Patel

member :- Ms Shehal Obhan

member :- Mr Hardik Madhwa

member :- Ms Ketki More

member :- Dr. Rita Patil

Co
Kinjal Patel
Shehal

Dr
K. MORE
Rita Patil

2) Agenda

To discuss and allotment of duties relating to -orientation for teacher's by Bhavama maam.

3) Duties Allotment

1) Coordination with Resources Person & Program Schedule
:- Ms Geeta Varun

2) Link of the Program :- ~~Dr. Rita~~ Ms Geeta Varun

3) Invitation & Thanks letter :- Ms Kinjal Patel

4) Poster & Introduction of Resource Person :- Ms Shehal

5) Photographs :- Ms Darshana

6) Report writing :- Ms Ketki More

7) Vote of Thanks :- Vaishali Randive

2/6/2021

2pm - 2:30pm

Topic: Meeting of NSS PO

Time: Jun 2, 2021 02:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/82289262245?pwd=NVM5Z2RadzkxenZBeWVbVhZSloydz09>

Meeting ID: 822 8926 2245

Passcode: nss

Find your local number: <https://us02web.zoom.us/j/82289262245?pwd=NVM5Z2RadzkxenZBeWVbVhZSloydz09>

Agenda: account file

3/6/2021

2pm - 3pm

Topic: NSS Team Meeting

Time: Jun 3, 2021 02:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/85963548355?pwd=b1VEVW5nVFNrTlhKWVPTms3bjF3QT09>

Meeting ID: 859 6354 8355

Passcode: nss

Find your local number: <https://us02web.zoom.us/j/85963548355?pwd=b1VEVW5nVFNrTlhKWVPTms3bjF3QT09>

Agenda:

- Duties allocation
- Submission of Acc. file
- Deciding the rotary programmes

Duties of NSS 2020-2021 Submission of Accounts File

1. List of all the NSS regular activities of 2020-21 in quarterly format - Vanetta, Maitry
2. List of all the Rotaract activities of 2020-21 in quarterly format - Rita, Pranaya, Neetu, Hardik Sir
3. Report File of NSS Regular Activities + Rotaract activities - Aaisha, Sharon, Ashwin Sir
4. Preparation of NSS Account file 2020-21 (Hard Copy) - Geeta, Prerna, Swati
5. Final NSS Report File 2020-21 - Geeta, Prerna, Swati

9/7/2021

2pm - 2:30pm

Topic: Meeting for State Level NSS Award of Volunteers

Time: Jul 9, 2021 02:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/86291363018?pwd=YnN5Q0ZISWNCM1pxS0FBcGN2ZXBldz09>

Meeting ID: 862 9136 3018

Passcode: 11

Find your local number: <https://us02web.zoom.us/j/86291363018?pwd=YnN5Q0ZISWNCM1pxS0FBcGN2ZXBldz09>

Agenda:

- Meeting for State Level Award for volunteers

10/7/2021

7pm - 8pm

Topic: Meeting of PO's with students for NSS State Level Award

Time: Jul 10, 2021 07:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/82609946040?pwd=ODMxbm50MjU5RFJjenZhr0VxZHZJWQT09>

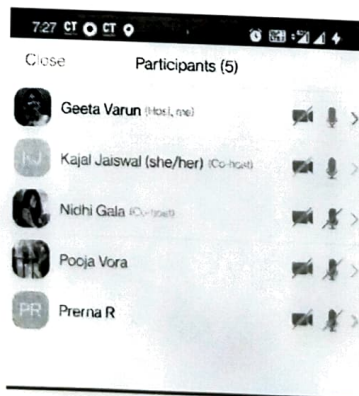
Meeting ID: 826 0994 6040

Passcode: nss

NSS PO Meeting with students

Agenda:

- NSS State Level Award (follow up)
- Documentation for the same



17/9/2021

11am - 12pm

Topic: Gandhi Studies Centre & NSS

Time: Sep 17, 2021 11:00 AM India

Join Zoom Meeting

<https://us02web.zoom.us/j/88238151250?pwd=b0FpK205SVRTbmlxNlFtcWVQdzNCQT09>

Meeting ID: 882 3815 1250

Passcode: 692358



Duties of Program by GSC & NSS

Contacting guests and judges to invite them – Sejal Shah

Poster Making – Vrinda

Zoom Link & Comparing - Hardik Sir

Coordination with Judges - Sejal Shah & Swati Partani

Program Copy- Sejal Shah

Judges Invitation & Letter of Thanks - Geeta Varun

Judgment Sheet - Swati Partani

Entries - Sejal Shah & Rita Chandarana

Attendance & Feedback link - Rita Chandarana

Certificates Making and Sharing with Winners & Participants(Only for Winners) - Neetu Pillai

Report & Photographs- Sharon Samuel & Pranaya Ravendkar

Accounts - Sejal Shah

29/10/2021

Meeting with Principal ma'am
Geeta and Prerna

Agenda:

Adoption of Municipal Market

- Cleaning once a week
- Survey to be done
- Orientation for students and Vendors/shopkeepers
- Compost Post
- T-shirts, Gloves to be provided to students
- Jhadu, gloves, phenyl, dust bin bags etc. to be kept ready
- Budget
- Questionnaire to be prepared

8/12/2021

11am - 12pm

NSS Committee meeting in 2.4

Agenda:

Welcoming new members and updating them on NSS and duties assigned

To update all files as per requirements and year wise for NAAC records

- Invitation and thank you letters file
- Accounts file of NSS Regular programs
- Accounts file of NSS Special Camp program
- Reports of NSS Regular Program
- NSS Circulars file
- NSS quarterly reports
- NSS enrolment file
- YRC file
- Rotaract club of MNWC file

All files were to be updated by 15th Dec 2021

Meeting of the Examination Committee

A meeting of the Examination Committee members on 2nd March 2022. Following members were attended the meeting.

Ms. Rita Chandarana - In-Charge

Ms. Shama Chavan - Co-In-Charge

Ms. Snehal Obhan - member

Mr. Hardik Majithia - member

Ms. Pranaya Revankar - member

Ms. Neelha Pillai - member.

Snehal

Hardik

Pranaya

Neelha

DATE: 2/3/2022

TIME: 12 .00 NOON

Agenda: Offline examination of Semester VI.

- The committee members were informed that as per meeting with Principal mam and Vice-Principal mam the semester- VI Internal Examination would be conducted offline in college premises.
- The Internal examination for Semester II/IV/VI will be from 26/3/2022 to 1/4/2022.
- The committee will prepare the time table and the seating arrangements for the same.
- It was decided to conduct the Sem VI exams at 8.00 am.
- An attendance template would be shared on which the teachers have to take the attendance
- This attendance has to be shared by the teachers on the same day of the examination for Sem VI
- Teachers can ask Mr. Jayram to photocopy of their question papers before commencement of their papers.
- The supplements will be kept in the staff room.
- The Sem II & IV examinations have to be conducted online only as earlier
- Teachers have to share the excel sheet with the examination committee by 6.00 pm.

Minutes of the Meeting

5th OCTOBER 2021

Virtual Zoom Meeting was attended by the following members on 5th October 2021.

Principal: Dr. Rajshree Trivedi

Vice Principal: Dr. Rita Patil

IQAC Coordinator: Dr. Twinkle Sanghvi

In charge: Ms. Rita Chandarana,

Co In charge- Ms. Shama Chavan,

- Ms. Rita Chandarana informed everyone about the agenda of the meeting.
- The meeting was conducted to decide the dates for internal assessment test for both the semesters.
- Ms. Rita Chandarana shared the vacation dates as per university circular.
- Principal Madam said that the decision on online or offline examination would be as per the University circular.
- Madam also instructed that the FYBA ATKT and External examination will be conducted with the help of Mr.Sajid

After discussion the following decision were taken :-

1. The semester I \ III \ V Internal Assessment Test would be conducted from 16th November 2021.
2. The semester II /IV / VI Internal Assessment Test would be conducted in the first week of March 2022.
3. The time table/ Teacher & Student Notice/Instruction on Question papers should be finalized in last week of October (Before Diwali vacation).
4. The teachers should send the Question paper link, the zoom link on examination mail id.