

IQAC
Minutes of
Meeting

2018-19



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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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.

T. 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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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. Himadriben 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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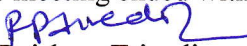
b. Demonstration of Smart Classroom:

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 | R.T. |
| 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:



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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 SNTD 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
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 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.D. 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 | Sejal |
| 10 | DR. RITA PATIL | Rita Patil |
| 11 | MS. TWINKLE SANGHAVI | Twinkle Sanghavi |
| 12 | DR. CICILIA CHETTIAR | C. Chettiar |
| 13 | MS. SHITAL SAWANT for | Shital |
| 14 | MS. KEYAA MUKHERJEE | K. Mukherjee |
| 15 | MS. SUDHA NARKAR | S. Narkar |
| 16 | MS. KINJAL MEHTA | Absent |

2019-20



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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, 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."



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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.

Dr. Twinkle Sanghavi
IQAC Coordinator

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

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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 18th 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 21st 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 1st 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 21st -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 15th 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 31st 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 10th May 2020. About 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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Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

- 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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Principal
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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 31st 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 31st August 2019:

It was "Resolved that the Minutes of the last meeting held on 31st 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.



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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 30th 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 30th 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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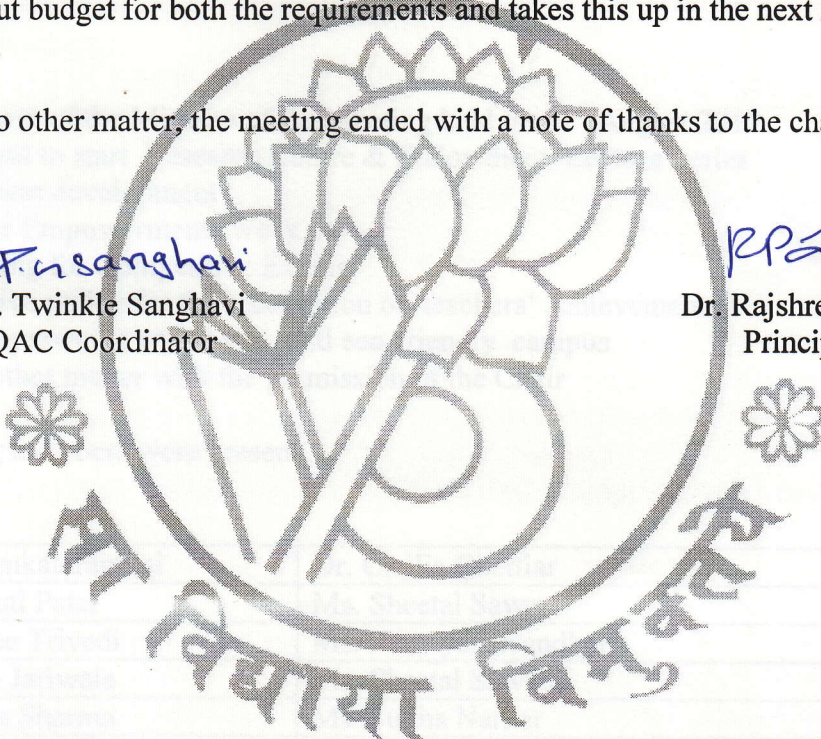
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Dr. (Mrs.) Rajshree Trivedi

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, 31st August 2019
Time: 11.00 am Venue: Board Room

The Agenda:

1. Approval of Minutes of the last meeting held on 16th 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 16th 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 6th 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 11th 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 15th 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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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

2020-21



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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."



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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.

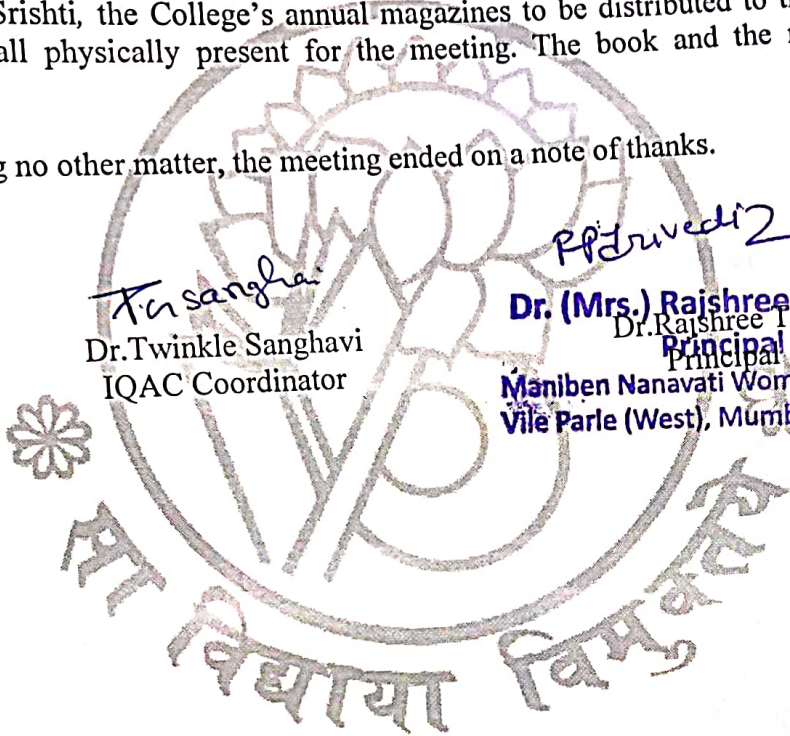
As per the discussion with Ms. Alpa Vora, our CDC member who is associated with UNICEF, it was decided that the Placement Cell & NIEDIC will work on the employability skills (Self employment as well as jobs) under the YuWha project of UNICEF

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.



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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:

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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.



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Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

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

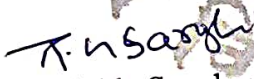
Since there were no indications of how the coming times would be due to lockdown caused by the COVID 19 pandemic, the Departments were involved in deciding the plans for the further course of action to prepare academic plans. Most of them suggested that the online mode would be preferable. Directions 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

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2021-22



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Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

MANIBEN NANAVATI WOMEN'S COLLEGE, MUMBAI IQAC MINUTES OF THE MEETING

Held on 6th August 2022

Time: 10.30 am Venue- Room no. 5. 9

The IQAC meeting held on 6th August 2022 had the following items on the Agenda:

1. Confirmation of the Minutes of the Meeting held on 18th December 2021
2. BEST TEACHER AWARD to Dr. Rajshree Trivedi and BEST NON-TEACHING STAFF AWARD to Ms. Aarati Mahadik on 107th Foundation Day of SNDT Women's University
3. Annual Report of IQAC for 2021-2022
4. Submission of AQAR for 2020-2021
5. Golden Jubilee Celebrations
6. Smt. Kantaben Shah Memorial Lecture
7. RAAH, the Research Project
8. Tribute to Dr. Jaya Menon- lawyer, activist and philanthropist
9. Renovation of premises
10. Any other matter with the permission of the Chair

| | |
|---|--|
| <ul style="list-style-type: none">• Smt. Himadri Nanavati• Prof. K. Venkataramani• Prof. Vibhuti Patel• Mr. Suketu Jariwala• Dr. Rajshree Trivedi• Dr. Rita Patil• Dr. Twinkle Sanghavi | <ul style="list-style-type: none">• Dr. Sejal Shah• Dr. Cicilia Chettiar• Ms. Pranaya Revandkar• Dr. Anuja Deshpande• Ms. Kinjal Mehta• Ms. Sheetal Sawant• Ms. Keyaa Mukherjee• Ms. Sudha Narkar• Ms Jhanvi Pethe• Ms. Priyanka Kumari |
|---|--|

Principal Dr. Rajshree Trivedi began the meeting with reading the first item on the Agenda.

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

It was "Resolved that the Minutes of the Meeting held on 18th December 2021 is unanimously approved and accepted."



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Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

Item No. 2 of the Agenda - BEST TEACHER AWARD to Dr. Rajshree Trivedi and BEST NON-TEACHING STAFF AWARD to Ms. Aarati Mahadik on 107th Foundation Day of SNDT Women's University:

All the members of the House congratulated Dr. Rajshree Trivedi and Ms. Aarati Mahadik for the glory brought to the College and themselves. Smt. Himadri Nanavati called for Aarati and personally congratulated her.

Item No. 3 of the Agenda- Annual Report of IQAC for 2021-2022:

Dr. Twinkle Sanghavi presented the. Annual Report of IQAC for the academic Year 2021-2022.

Item No. 4 of the Agenda- Submission of AQAR for 2020-2021:

Dr. Rajshree Trivedi informed the House that the AQAR for 2020-2021 was due for being prepared. She will nominate two teachers to assist Dr. Twinkle Sanghavi for compiling the

AQAR and uploading it on the NAAC portal.

Item No. 5 of the Agenda- Golden Jubilee Celebrations:

Smt. Himadri Nanavati spoke about the upcoming event -the Golden Jubilee Celebrations of the College for which the Mukesh Patel Auditorium is booked for 3rd December 2022. She expressed her desire that the event had to be a gala success. The house welcomed and cheered her assuring that they would give the best to make the event a grand success.

Item No. 6 of the Agenda- Smt. Kantaben Shah Memorial Lecture:

Dr. Ciclia Chettiar shared that the 2nd Smt. Kantaben Shah Memorial Lecture was to be organized. Smt. Himadri Nanavati suggested that it could be planned in the month of December 2022 soon after the Golden Jubilee Celebration as Ms. Angela Shah, our patron was coming to Mumbai during that time to attend a family event. It was decided that the Lecture would be scheduled accordingly. Prof. Vibhuti Patel suggested that Prof. Rajan Welukar, Former Vice Chancellor of University of Mumbai could be invited for delivering the lecture. Dr. Anuja Deshpande and Dr. Chettiar said they would do the needful.



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Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

Item No. 7 of the Agenda- RAAH, the Research Project:

Dr. Trivedi informed the house that the Department of Child Development has undertaken RAAH, an initiative for the welfare of the transgender community. One of the projects under the aegis of RAAH is to impart digital skills and spoken English skills to 20 inmates of Garima Greh, a centre for giving shelter to transgenders. Rotary Club of Bombay Airport has volunteered to fund this action-based research project. She thanked Mr. Suketu Jariwala for facilitating this project of the College. Smt. Himadri Nanavati offered the computer lab and English language Lab for the project.

Item No. 8 of the Agenda- Tribute to Dr. Jaya Menon- lawyer, activist and philanthropist

Dr. Trivedi informed the house that the college has received a donation of Rs. Twenty-Five Lakhs from Adv. Jaya Menon in memory of her elder. sister. Dr. Lakshami Menon. Prof. Vibhuti Patel familiarized the house with the background information of both the sisters and their valuable contribution towards the empowerment of women. The house paid her rich tributes and thanked the sisters for their donation.

Item No.9 of the Agenda- Renovation of premises

Dr. Trivedi then informed the house that the renovation of the 5th, 4th, 3rd and ground floor has begun and is expected to end by December 2022. It was going on smoothly and soon after the completion of work in these floors, the 1st and 2nd floor work would be taken up.

Item No. 10 of the 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.

T. Sanghavi

Dr. Twinkle Sanghavi
IQAC Coordinator

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

R. Trivedi

Dr. Rajshree Trivedi
Principal

Dr. (Mrs.) Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
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MANIBEN NANAVATI WOMEN'S COLLEGE, MUMBAI IQAC MINUTES OF THE MEETING

Held on 18th December 2022

Time: 10.30 am Venue- Room no. 5. 9

The Internal Quality Assurance Cell will have its next meeting on 18th December 2022 from 10.30 AM in Room No. 5.9 of the College premises. The items on the Agenda to be discussed are:

1. To approve the Minutes of the Meeting held on 6th August 2022.
2. To prepare for the AQAR for the academic year 2021-2022.
3. To prepare for the Self Study Report/
4. Any other matter with the permission of the Chair.

| | |
|---|--|
| <ul style="list-style-type: none">• Smt. Himadri Nanavati• Prof. K. Venkataramani• Prof. Vibhuti Patel• Mr. Suketu Jariwala• Dr. Rajshree Trivedi• Dr. Rita Patil• Dr. Twinkle Sanghavi | <ul style="list-style-type: none">• Dr. Sejal Shah• Dr. Cicilia Chettiar• Ms. Pranaya Revandkar• Dr. Anuja Deshpande• Ms. Kinjal Mehta• Ms. Sheetal Sawant• Ms. Keyaa Mukherjee• Ms. Sudha Narkar• Ms Jhanvi Pethe• Ms. Priyanka Kumari |
|---|--|

Principal Dr. Rajshree Trivedi began the meeting with reading the first item on the Agenda.

Item No. 1 on the Agenda- To approve the Minutes of the Meeting held on 6th August 2022:

It was "Resolved that the Minutes of the Meeting held on 6th August 2022 are unanimously approved and accepted."



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Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

Item No. 2 on the Agenda - To prepare for the AQAR for the academic year 2021-2022:

The AQAR for the academic year 2021-2022 is due and Dr. Rajshree Trivedi said that since our SSR is also due, the NAAC Support Committee is given the task of compiling the data and documents as the same will be used further.

Item No. 3 on the Agenda - To prepare for the Self Study Report:

Dr. Trivedi informed the house that hard copies of criteria that are ready are being sent to Prof. Venkataramani for reviewing and recommendations. The data and documentation work is on and the SSR will be made ready before filling the IQA. The house welcomed the plan and committed to give in the best to make the NAAC process successful.

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

Since there was no other matter, the meeting ended on a note of thanks.

Dr. Twinkle Sanghavi
IQAC Coordinator

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

Dr. Rajshree Trivedi
Principal

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

2022-23



Shree Chandulal Nanavati Women's Institute & Girls' High School's
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Chairman, Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

MANIBEN NANAVATI WOMEN'S COLLEGE

IQAC

Minutes of the Meeting

Held On Saturday, 15 July 2023

Time: 10.30 Am Venue: Board Room

The Agenda:

1. Approval of the Minutes of the Meeting held on 6th August 2022
2. Welcome to Dr. Rita Chandarana in IQAC
3. IQAC Report
4. IIQA and AICTE PROCESS and B. Design (Fashion Design)
5. QUEST- Renaming NAAC Support Committee
6. Reframing Goals
7. Implementation of NEP 2020 at Post Graduate Level
8. Introduction of Chetna Courses
9. Any other matter with the permission of the Chair

The following members had requested for the leave of absence

1. Prof. Vibhuti Patel
2. Ms. Sheetal Sawant
3. Ms. Prnanaya Revankar

Agenda No. 1- Approval of the Minutes of the Meeting held on 6th August 2022:

It was unanimously "Resolved that the Minutes of the last Meeting held on 6th August 2022 is approved and confirmed."



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Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

Agenda No. 2 Welcome To Dr. Rita Chandarana In IQAC:

Principal Dr. Rajshree Trivedi welcomed Dr. Rita Chandarana in IQAC; she also mentioned the hard work Dr. Rita Chandarana puts in as Examination In-charge, Dr. Rajshree Trivedi also mentioned about the Dr. Chandarana has already started working for the college Prospect and Diary along with Dr. Twinkle Sanghavi. Dr. Rajshree Trivedi also welcomed the student representative Ms. Rasika Vaidya- MA, Ms. Tejasvi Yadav- BMS and Ms. Elvissa Fernandes - BAF. Dr. Rajshree Trivedi also introduced them to the management.

Agenda No. 3 IQAC Report:

Dr. Twinkle Sanghavi read out the IQAC report for the year highlighting every aspect of the every criteria.

Agenda No. 4 IIOA and AICTE PROCESS and B. Design (Fashion Design):

Dr. Rajshree Trivedi explained the status of accreditation process due to delay in merging of B.Design (Fashion Design) Course of University and AICTE. Once the University merges the Course with AICTE we shall be able to submit the IIOA and begin the accreditation process.

Dr. Rajshree Trivedi also gave brief of corresponds she had with NAAC and AICTE for the same, she also conveyed to the committee that the B.Design (Fashion Design) is not even present in the AICTE's Approved Programmes Handbook (APH).

Prof. Venkat Ramani suggested to write to NAAC about the "Our IIOA is rejected because of a lack of approval of our 4- year Undergraduate Programme - Bachelor of Design - Fashion Design from All India Council of Technical Education (AICTE). We went through the AICTE's Approved Programmes Handbook (APH). We did not find this Programme in the AICTE APH. So, the AICTE Approval for the said Programme seems NOT APPLICABLE TO US. Please guide and allow us to go ahead with our Accreditation Process."

Agenda No. 5 QUEST- Renaming NAAC Support Committee:

Principal Dr. Trivedi explained the committee the important role of NAAC Support Committee, right from SOP review to the everyday aceramic functioning of the college and that is why mam suggested the name of the NAAC Support Committee should be change to QUEST - Quality and Excellence in System, it was accepted by all.

Agenda No. 6 Reframing Goals

Dr. Rajshree Trivedi suggested reframing the goals, since new perspective needs to be included as per the contemporary; Mrs. Himadri Nanavati suggested adding environment



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Chairman, Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

perspective into college goal. Dr. Rajshree Trivedi informed the committee that once the goals are reframed it will be sent to all for approval.

Agenda No. 7 Implementation of NEP 2020 at Post Graduate Level

Principal Mam informed the committee that our many teachers are in Board of Studies in University and all have worked for NEP syllabus during the vacation time, though this year NEP is going to be implemented only for PG section i.e. MA and M.Com.

Agenda No. 8 Introduction of Chetna Courses


Principal Mam informed the committee that this year SNDT has started CHETNA course compulsory for first year students. The college has designed three CHETNA courses and got approved from the university Ms.Shama Chauvan is appointed as CHETNA coordinator

Agenda No. 9 Any other matter with the permission of the Chair

The following matters were taken up:

- Dr. Twinkle Sanghavi informed the committee regarding the successful working of ADMS and soon to start for committee ADMS.
- Dr. Rajshree Trivedi shared with the house that there have been news coming up from various sources that the university is going to allow affiliated colleges offering post-graduate programmes to start Ph.D. Centre in the respective subjects. The College will apply for the same upon receiving such circulars.
- Dr. Trivedi then informed the house that meetings regarding the design and layout of the fashion labs and renovation of the library have been going on with the management, consultant architect, teaching faculty, administrative staff and Principal to finalize the plans for the First Floor.
- The College has not received approval from State Ministry of Education for starting the BCA programme. The College had received a query regarding the NAAC status. A detailed report was sent to reply to the query. A continuous follow up by the office staff and Principal was made but the response from the Education Department was evasive and non-committal.

With no other points remaining for discussion, the meeting ended on a note of thanks to the Chair


Dr. Rajshree Trivedi

Principal

Dr. (Mrs.) Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.


Dr. Twinkle Sanghavi

IQAC Coordinator

IQAC Coordinator
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