



Estd.: 1972

Reaccredited with 'A' Grade by NAAC (3<sup>rd</sup> Cycle 2016-2021)

# MANIBEN NANAVATI WOMEN'S COLLEGE

## Perspective Plan 2018-2023

External Academic Audit

Add-on Courses

Administrative Audit

Alumni Association

NIRF Ranking

Youth Red Cross Membership

Swayam-NPTEL Courses

Braille software

YAMI (Youth for Mission, Action & Intellect)

Project SANAARI

STAR Project

Staff Study Circle

Awareness for NEP 2020

Launch ADMS

Increase Placements

2018

2019

2020

2021

2022

Cluster Committee

Sign MOUs

Incubation Centre

Project SHILPI

Energy Audit

Project Akshaya

Publication with ISBN No

TISS- NUSSD

Free-ship & Scholarship

Upgraded Infrastructure

Green Audit

Academic Autonomy

Student's Publication

Gender Audit

NAAC Documentation & SSR

**YEAR WISE  
PERSPECTIVE PLAN  
OF THE COLLEGE  
2018-2023**



Shree Chandulal Nanavati Women's Institute & Girls' High School's  
(Since 1947)  
**MANIBEN NANAVATI WOMEN'S COLLEGE**  
(Affiliated to SNDT Women's University, Mumbai)  
BEST COLLEGE (2018-2019)  
Reaccredited with 'A' by NAAC for the 3rd Cycle (2016-2021)  
Vallabhbai Road, Vile Parle (West), Mumbai-400 056. Contact: +91-22-4825 1722, 85915 90241  
E-mail: mnwcollege@hotmail.com • Website: mnwc.edu.in

Chairman, Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

### Perspective Plan 2018-19

The following members involved in planning of Perspective Plan are:

- Dr. Harshada Rathod (Principal)
- Dr. Rajshree Trivedi (IQAC Co-ordinator)
- Dr. Falguni Desai (IQAC Member)

The Plan discussed is as follow:

- To Conduct External Academic Audit, Administrative Audit, ICT Audit and Library Audit.
- To have Add-on Courses by Department.
- To form the Cluster Committee for networking of IQAC.
- To start the Incubation centre for cultivating entrepreneurship skills.
- To inculcate Yoga practice and impart Value Education among students.
- To Bridge the Industry Academia Gap and empower students with acquisition of Skills.
- To Sign MOUs with other institutions, Universities to enrich Academic Experience.
- To Integrate ICT based Teaching Learning Methods and to upgrade infrastructure and equipment.

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

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



Shree Chandulal Nanavati Women's Institute & Girls' High School's  
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# MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to SNT Women's University, Mumbai)

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Chairman, Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

## Perspective Plan 2019-20

The following members involved in planning of Perspective Plan are:

- Dr. Rajshree Trivedi (Principal)
- Dr. Rita Patil (Vice- Principal & Quest In-charge)
- Dr. Twinkle Sanghavi (IQAC Co-ordinator & Quest Member)
- Dr. Falguni Desai (IQAC & Quest Member)

The Plan discussed is as follow:

- To Register for the Alumni Association.
- To have Add-on Courses and Bridge Courses by Department.
- To apply for NIRF ranking.
- To commemorate 150th birth anniversary of Mahatma Gandhi and adopt it as an institutional theme for the year 2019-2020.
- To obtain Membership for Youth Red Cross (YRC).
- To widen the scope of extension activities and community outreach programmes by the departments.
- To Establish Research Centre to promote, facilitate and fund research projects involving teachers and students.
- To Launch Project SHILPI for Skill Development Training were undertaken.
- To Launch Project Akshaya , the breakfast scheme for needy students.
- To undertake energy audit.

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

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



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BEST COLLEGE (2018-2019)

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Chairman, Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

## Perspective Plan 2020-21

The following members involved in planning of Perspective Plan are:

- Dr. Rajshree Trivedi (Principal)
- Dr. Rita Patil (Vice- Principal & Quest In-charge)
- Dr. Twinkle Sanghavi (IQAC Co-ordinator & Quest Member)
- Dr. Anuja Deshpande (IQAC & Quest Member)

The Plan discussed is as follow:

- To Start Project clean campus- Green Campus in association with PTA and MNAA.
- To install Braille software.
- To launch (YAMI) Youth for Mission, Action and Intellect for students to create and offer a platform for encouraging thinking ability.
- To strengthen Alumni Contribution.
- To initiate more skill development programmes apart from TISS- NUSSD
- To encourage students to register for Swayam-NPTEL courses.
- To offer free-ship and scholarship to students.
- To launch in-house book publication with ISBN number.

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

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



Shree Chandulal Nanavati Women's Institute & Girls' High School's  
(Since 1947)

## MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to SNTD Women's University, Mumbai)

BEST COLLEGE (2018-2019)

Reaccredited with 'A' by NAAC for the 3rd Cycle (2016-2021)

Vallabhbai Road, Vile Parle (West), Mumbai-400 056. Contact: +91-22-4825 1722, 85915 90241

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Chairman, Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

### Perspective Plan 2021-22:

The following members involved in planning Perspective Plan are:

- Dr. Rajshree Trivedi (Principal)
- Dr. Rita Patil (Vice- Principal & Quest In-charge)
- Dr. Twinkle Sanghavi (IQAC Co-ordinator & Quest Member)
- Dr. Anuja Deshpande (IQAC & Quest Member)

#### The Plan discussed is as follow:

- To start Learning management system(LMS) for students for teaching learning process under Project SANAARI.
- To organize Memorial Lecture under Kantaben Shah Research Centre.
- To have a mechanism in catering to the needs of slow learners
- To involve advance learners under STAR project.
- To apply for academic autonomy.
- To revive Staff Study Circle(SSC) for teachers.
- To renovate and upgrade the infrastructure.
- To Establish Linkages for internship, on-job training and research opportunities.
- To undertake green audit.

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

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



Shree Chandulal Nanavati Women's Institute & Girls' High School's  
(Since 1947)

# MANIBEN NANAVATI WOMEN'S COLLEGE

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BEST COLLEGE (2018-2019)

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Chairman, Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

## Perspective Plan 2022-23

The following members involved in planning Perspective Plan:

- Dr. Rajshree Trivedi (Principal)
- Dr. Rita Patil (Vice- Principal & Quest In-charge)
- Dr. Twinkle Sanghavi (IQAC Co-ordinator Quest Member)
- Dr. Anuja Deshpande (IQAC & Quest Member)

The Plan discussed is as follow:

1. To launch ADMS- (Activities Document Management System) for documenting student and teachers activity.
2. To create awareness about National Education Policy (NEP)- 2020.
3. To start BCA, MA Sociology and Ph.D Centre.
4. To promote the use of ICT in teaching learning.
5. To Increase Placements of Students.
6. To undertake gender audit.
7. To plan for NAAC Documentation & SSR
8. To initiate in-house Student's Publication

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

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

**FIVE YEAR'S  
PERSPECTIVE PLAN  
OF THE COLLEGE  
2018-2023**





Estd.: 1972

Reaccredited with 'A' Grade by NAAC (3<sup>rd</sup> Cycle 2016-2021)

# Maniben Nanavati Women's College

Vallabh Bhai Road, Vile- Parle (w), Mumbai 400056

Affiliated to SNDT Women's University

Best College Award- 2018-19

## **PERSPECTIVE PLAN (2021-2025)**



## **ABOUT THE INSTITUTE**

Smt. Maniben Chandulal Nanavati, fondly known as 'Ba' was a close associate of Mahatma Gandhi. Maniben Nanavati Women's College is an institution dedicated to empowerment of women through access to higher education. We at college provide a stimulating environment conducive to overall development of each and every student. The College runs three sections:

- **Maniben Nanavati Women's College (Affiliated to S.N.D.T. Women's University, MUMBAI)**
- **Tapiben Chhaganl Lalji Valia College - Maharashtra H.S.C. Board, Mumbai Division (Arts and Commerce Streams).**
- **Dr. Bhanuben Nanavati Career Development Centre: The centre conducts short-term and long-term courses in various fields. These courses have prospects for professional services in Industrial fields and/ or Self Employment leading to exposure of one's ability and aptitude.**

## **COREVALUES**

**Integrity:** We place truth and honesty at the helm of all our activities.

**Excellence:** We development of each and every student.

## **OUR VISION**

Saa Vidya Ya Vimukaye (Knowledge is that which Liberates)

## **OUR MISSION**

Empowerment of Women Through Access to Higher Education

## **OUR GOALS**

- To facilitate knowledge and skills to lead to economic empowerment of students.
- To encourage holistic development of students and staff members.
- To foster and develop ethically conscious and socially responsible citizens.
- To encourage financially and academically weaker students for taking up higher education.
- To provide opportunities and platform to adult learners.
- To sustain total quality management in academics and administration.

## MILESTONES

2023

- Renovation of college premises
- Best teacher award
- **Swarna Kamal Golden Jubilee Celebration**

2022

- Band Performer at ARIAA
- Institution - Innovation Council-Registration
- YATHA-KATHA International Festival
- REWA-International Conference.
- Introduce new program B.A.F.
- Best teacher and best non-teacher award

2021

- NIRF Listing
- NSQF Courses
- Establishment of KSRC
- Establishment of IIC
- Listing in ARIIA
- Commencement of Smt. Kantaben Shah Memorial Lecture

2020

- Launch of Smt. Kantaben Shah Research Centre for Multidisciplinary Studies
- Listed in National Institute of Ranking Framework (NIRF) Participating Colleges
- ISO 9001:2015 Certification
- Second Prize at AVISHKAR Research Convention - West Zone to represent at Nationals

2019

- Received Maharshi Karve Utkrushta Mahila Vidyalyaya Puraskar (BEST COLLEGE) 2018-2019
- Commencement of Bachelor in B.design(Fashion Design)
- Programme affiliated to SNTD Women's University
- Revival of UGC Sponsored Gandhian Study Centre
- MOU with Tata Institute of Social Sciences for TISS-NUSSD project

2018

- MoU with Global Hindi Foundation, Singapore
- MoU with Lincoln University, Malaysia
- SAS Institution India Pvt. Ltd. sponsored installation of Five Smart Classrooms

2017

- MOU with Udayana University, Bali, Indonesia
- First Prize at the "Avishkar" State Level Research Convention by representing SNTD women's University.

2016

- **College Re-Accredited in 3" Cycle with 'A' grade by NAAC**
- **Mrs. Keyaa Mukherjee, Office Superintendent receives the Bharat Ratna Maharshi Karve Utkrushta Shikshakettar Puraskar from SNTD Women's University**
- Commencement of the M.Com – Advanced Management, Accounting and Auditing programme.

2015

- Research Horizons listed by EBSCO, USA.

2014

Started XI Commerce with Maths & IT

2013

- Commencement of B.Com Accounting, Finance & Insurance-BAFI programme

2012

- The college received permanent affiliation from S.N.D.T Women's University for M.Com. (HRM) programme & B.Com-Office Mgmt. & Sec. Practice
- Commencement of MA-Clinical Psychology programme

2011

- Started Post Graduate Diploma Course in Early Childhood Education.

2010

- Established Gandhian Studies Centre financed by UGC

2009

- College Reaccredited with the 'B' Grade (2.89 CGPA on a scale of 4)

2008

- Introduced Bachelor of Management Study (BMS)
- Installed Linguaphone system in the Language Laboratory.

2007

- Started Network Resource Centre.

2006

- Introduced DC English as a Special subject for F.Y.B.A. English Medium

2005

- Introduced Advertising as an ancillary subject for S.Y.B.Com students.

2004

- College accredited 'B' by NAAC.
- Introduced P.G. Courses: M.A. - Psychology Counselling & M.Com - Human Resource Management.

2002

- Introduced Vocational subject Tourism & Travel Management for commerce students.
- Launching of "Anveshan," the In-House Research Journal

2000

- Srishti, the annual magazine of college is started

1999

- Introduced Vocational subject, Office Management & Secretarial Practice for Commerce students.

1996

- College celebrates Silver Jubilee Year

1990

- Establishment of Dr.Bhanuben Nanavati Career Development Centre

1982

- Introduced Home Economics (Food & Nutrition and Child Development) as Applied component.

1979

- The college received permanent affiliation to S.N.D.T. Women's University for Arts faculty. Started the Commerce stream with English Medium.

1976

- Started Jr. College (Arts & Commerce)

1972

- Nootan Mahila College started with 110 students (Arts stream with Gujarati Medium).

## **A FIVE-YEAR PERSPECTIVE PLAN**

A five-year perspective plan serves as a roadmap for the college's growth and development, aligned with NAAC's accreditation standards. By focusing on strategic goals across key domains, the institution can enhance its academic reputation, research capabilities, infrastructure, student success, community engagement, and administrative efficiency, ultimately contributing to its long-term sustainability and excellence.

### **Curricular Aspect**

- To prepare academic calendar to serve the specific goals of teaching-learning process.
- To introduce certificate/diploma courses and vocational courses.
- Strengthening efforts for effective curriculum delivery by following Curriculum Deployment Policy
- To Organize Workshops for Teachers for Content Analysis, Question Bank Making and Orientation for Implementation of New Syllabus prescribed by the Parent University.
- To move towards Academic Autonomy
- To establish good collaboration and linkages with industry for good standard of Internship and field Project.
- To take initiatives for increasing students' enrolment.
- To carry out awareness-raising campaigns on topics like gender, the environment, human values, ethics.
- To have Orientation Lecture for incoming students from different backgrounds

## **Teaching and Learning Evaluation and Assessment Reforms**

- Bridge Courses to enable an easy switch over to the selected academic programme
- Addressing the Diverse Needs of Academically Slow, Weak and Advanced Learners
- To engage in Academic Mentoring
- Emphasize major Thrust on Student-centric Methods and Innovations in Teaching -Learning
- Encouraging and facilitating ICT based Teaching - Learning under Project SANNARI
- Promoting ICT training for Teachers.
- Introduction of modern learning resources to cope up with New Educational Policy
- To promote teachers for Faculty Development Programmes and Qualification improvement.
- To initiate experiential learning pedagogy
- Installation of Smart classrooms and Learning Management Systems.
- To reform evaluation method at college level
- To Motivate teachers for e-content development

## **Research, Innovations and Extension: -**

- To encourage, guide and support students for Inter University, State and National Level Research Conventions & Research Competitions.
- To enlist in-house publication - *Research Horizons* (Since 2002) with EBESCO, USA database and UGC Approved list of Journals
- To establish Research Centre-
- To encourage Teachers to apply for UGC/ ICSSR and other schemes for Minor/ Major research project.
- Encouraging teachers for quality research publications.
- To emphasize on interdisciplinary research activities
- To Organize Subject Related/ Interdisciplinary / Multidisciplinary Conferences, Seminars and Workshops at state, national and international levels
- To promote faculty/students exchange programmes
- To establish MOUs, Linkages and Collaboration with research bodies.
- To Create an ecosystem for innovation.
- To Strengthen our NSS Unit
- To host Regular NSS Activities under Tree Plantation, Swachh Bharat Abhiyan, Literacy Programme, Health and Medical Camps, Environmental Preservation, Peace rallies, Road Safety Awareness, Gender Sensitization and other programmes
- Registration for Youth Red Cross
- MOUs and Collaborations with other NGOs
- To conduct outreach programmes for societal benefits - Mental Health Care, Financial Literacy, in the field of Communication, Old age homes etc.

## **Infrastructure and Learning Resources: -**

- Construct state-of-the-art classrooms, laboratories, and libraries.
- To increase the number of classrooms and seminar halls with ICT-enabled facilities and LMS facilities
- To improve Student - Computer ratio.
- To upgrade Library facilities.
- To increase the number of books/ e-books and subscription to journals/e-journals.
- To renovate and upgrade the infrastructure.
- To revive Staff Study Circle (SSC) for teachers.
- Develop green campus initiatives, including energy-efficient buildings and waste management systems.



### **Student Support & Progression: -**

- To increase the number of students to be benefited by Scholarships and Free ships provided by the Government.
- To take initiative to have more donors on board to get the Scholarships for the students.
- To increase Capability Development and Skills enhancement activities for the students
- To increase the number of students to be benefited from guidance for competitive examinations and career counselling
- To establish vocational guidance and training centres
- To increase the number of sports and cultural events to be organised by the Institution
- To encourage alumni to contribute towards the institution.
- To host more cultural and sports activities for the students.
- Strengthen academic advising and mentoring programs.
- Organize regular career fairs, internships, and industry interactions.
- Implement wellness programs and counselling services for students

## **Governance, Leadership and Management: -**

- To implement Vision and Mission of the college through various activities and programmes
- Foster a participatory governance model involving all stakeholders- To involve students, teachers and administrative staff in decision making policies.
- To have Standard Operating Procedures (SOPs) for every section of the institute like Admin, Library, Department, Committee
- To conduct more professional development/ administrative training program
- Establishing committees and bodies to frame decentralization of work
- To enhance e-governance at various levels
- To implement various welfare schemes for the staff as well as students
- To provide financial support to the faculty as well as students for enhancing academic excellence
- To conduct internal as well as external audits on regular mode
- To increase faculty participation in Conferences and workshops by supporting them
- To motivate academic staff to participate in in-person and virtual Faculty Development Programs

## **Institutional Values and Best Practices**

- Develop green campus initiatives, including energy-efficient buildings and waste management systems, to conduct green audit, to promote zero waste, to reduce/reuse/recycle use of paper.
- To promote gender equity programmes.
- To have code of conduct for staff and students.
- To Organize and celebrate various days and festivals to promote National integration among faculty as well as students.
- To provide user friendly facilities to differently able students.

# ORGANOGRAM

## 1. Managing Committee

Link:- [Managing-committee-Organogram.pdf \(mnwc.edu.in\)](http://mnwc.edu.in/Managing-committee-Organogram.pdf)

## 2. Governing Council

Link:- [Governing-Organogram-Final.pdf \(mnwc.edu.in\)](http://mnwc.edu.in/Governing-Organogram-Final.pdf)

## 3. Academic

Link:- [Academic-Organogram.pdf \(mnwc.edu.in\)](http://mnwc.edu.in/Academic-Organogram.pdf).

## 4. Administrative Office

Link:- [Administrative-Office-Organogram.pdf \(mnwc.edu.in\)](http://mnwc.edu.in/Administrative-Office-Organogram.pdf)

## 5. Library

Link:- [Library-Organogram.pdf \(mnwc.edu.in\)](http://mnwc.edu.in/Library-Organogram.pdf)

## 6. IQAC

Link:- [IQAC-committee-Organogram-New.pdf \(mnwc.edu.in\)](http://mnwc.edu.in/IQAC-committee-Organogram-New.pdf)

## 7. Functioning of IQAC

Link:- [Functioning-of-IQAC-Organogram.pdf \(mnwc.edu.in\)](http://mnwc.edu.in/Functioning-of-IQAC-Organogram.pdf)

# **Managing Committee**

## **Minutes of the Meeting**

A meeting of the Managing Committee of Maniben Nanavati Women's College and Tapiben Chhaganlal Lalji Valia Junior College was held on Saturday 18<sup>th</sup> August 2018 at 11.00 a.m. in the college premises; when the following members were present:

1. Smt. Himadriben Nanavati
2. Shri Shachinbhai Nanavati
3. Shri Apurvabhai Nanavati
4. Smt. Ushaben Nanavati
5. Dr. (Smt.) Vibhuti Patel
6. Dr. (Ms.) Harshada Rathod

An apology for the absence were received from the following members and recorded.

1. Dr. (Smt.) Yogini Sheth
2. Smt. Parul Choksey
3. Shri Pratapbhai Patel
4. Shri Ujwal Andhari

At the outset Shri Shachinbhai Nanavati welcomed all the members and requested the Principal to proceed the meeting.

### **Agenda No. 1 - Confirmation of the minutes:**

Out of the minutes Principal informed that

1. NOC received for Principal post from Joint Director Higher Education Pune and start procedure for the advertisement.
2. There will be no NOC been given by Joint Director Higher Education Mumbai division for non teaching staff. In the library we need to appoint library attendant on the management pay roll. Because Mr. Ramesh Gotad retired since 2 years back and Mr. Shantaram going to retire w.e.f. 31<sup>st</sup> May 2019.
3. In Jr. College received approval for the appointment of three teachers w.e.f. 2017 onwards, still following post been vacant i.e. Economics F.T 1, History F.T. 1, Gujarati P.T. 1, OC/SP P.T. 1, Home Economics F.T. 1, OC CHB 1. Which has advertised, out of this if qualified candidates been found, we will start processing for their approval, till date the salary been borne by Management with undertaking from the candidate.
4. To make four Smart Class received Rs. 18,35,000 from SAS pvt. Ltd. under CSR Project and work has been started
5. For computer lab appeal given to Mr. Suketu Jariwala for sponsoring the facilities.
6. Upgradation of Office and Library Automization work in progress
7. Admin Audit & ICT Audit been completed with positive feedback and green audit in progress in collaboration with Stri Mukti Sanghathana
8. PF and Gratuity facility of Management employee been started
9. Display of donors list to be finalized

"Resolved that minutes of meeting of Maniben Nanavati Women's College and Tapiben Chhaganlal Lalji Valia Jr. College held on 18<sup>th</sup> Aug, 2018 as circulated via mail be confirmed".

### **Agenda No. 2 - Adoption of the Audited Statement of Accounts:**

Principal presented accounts in nut cell by explaining in details i.e. Salary grant, Non-salary expenses, Surplus, Deficit, etc of different sections like MNWC, TCLV, PG, BMS, BAFI, Commerce with Maths/ IT (unaided) SCNWI, UGC, etc. with the help of power point presentation.

Shri Shachinbhai Nanavati has instructed to provide investment details, Cash on Hand/ Bank, details of FD's in various sections for investment purpose.

Principal informed that surplus in SCNWI under the donation head been reduced because ITM has give up 6 classrooms and Acturial Science has give up 2 classrooms which affects a lot by reducing the donation income about Rs. 15-16 lakhs. Also whatever the infrastructural development expenses been occurred that was borne from unaided division

income. Even PF and gratuity facility been introduced for management employees was unbudgeted but out of surplus only expenses been made.

"Resolved that the adoption of Audited Statement of accounts for the year 2017-2018 which was circulated and presented to all the members be accepted unanimously.

**Agenda No. 3 - Principals' Report for the year 2018-19:**

- Principal's report of the starting of new academic year till 15<sup>th</sup> August 2018 includes, results, university rankers, enrolments, appointments of various sections, retirement, promotion, nominations of management and teaching - nonteaching faculties at university statutory bodies under New Maharashtra Act 2016
- Principal proudly said that inspite of limited facilities for the sports activities our students from Jr./ Sr. College bringing lot many awards, laurels, championship trophies and selected for national level tournaments like Throwball and Tug of War, under 19 Cricket by Mumbai Cricket Association
- Principal has also highlighted some of the activities conducted under CSR project by Child Development department, IQAC activity, State Level Seminar, student seminar by Food and Nutrition department, undertaken Admin audit and ICT audit
- Principal also mentioned about Yoga, Value Education and Skill Development programmes introduced for FY, SY and TY students respectively  
Members of managing committee had congratulated Principal, teachers, office staff and students.

**Agenda No. 4 - Appointment/ Retirement/ Promotion of the Staff:**

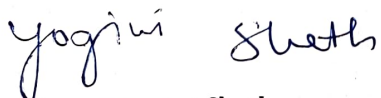
Principal informed that about various appointments been done in Jr./ Sr./ PG courses, retirement, promotion, etc already been included in principal's report which was approved by all members unanimously.

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

Following points discussed in last agenda:

- Ms. Aruna Gotad: Library Clerk, when her appointment been confirmed at that time she has been offered to be promoted as Sr. Clerk. But her liking was there in the Library only and she has given in writing in future she will not demand any kind of promotion. After her 12 yrs/ 24 yrs of services she is eligible to have facility of increment. For that she has to have Marathi/ English Typing certificate than only the procedure been started for the same. The same has been conveyed to her.
- Principal informed that since last so many meetings Mr. Ujwal Andhari is unable to attend any meeting, so management may decide to nominate new members at his place to strengthen our managing committee.
- Principal has recommended Dr. Arvind Luhar's name. It has been also recommended that in Bank of Baroda SB A/C Mrs. Usha Nanavati's name to be added alongwith Shachinbhai, Himadriben, Apurvabhai as a one of the signatory for operating the SB A/C account.

There being no any business to be discussed, the meeting ended with the thanks to the Chair.



Dr. (Smt.) Yogini Sheth  
(Hon. Secretary)



Smt. Himadriben Nanavati  
(Chairperson)



# MANIBEN NANAVATI WOMEN'S COLLEGE

(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, www.mnwc-sndt.com

NAAC Reaccredited 'A' grade

Chairman Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Ms.) Harshada Rathod

09/01/2019

## NOTICE

A meeting of the Managing Committee of Maniben Nanavati Women's College and Tapiben Chhaganlal Lalji Valia Junior College will be held on Thursday, 24<sup>th</sup> January, 2019 at 10.30 am. in the college premises.

The following will be the agenda of the meeting.

1. Confirmation of the minutes of the last meeting held on 18<sup>th</sup> August, 2018.
2. Principals Report for the year 2018-2019 (till Jan. 2019).
3. To discuss about Appointments/ Promotion/ Resignation/ Confirmation/ Retirement of the staff
4. Passing the estimated budget for the year 2019-2020.
5. Any other business with the permission of Chair.

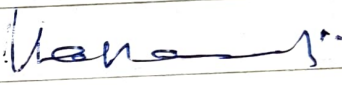
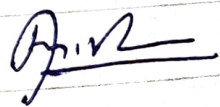
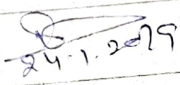
1. Smt. Himadriben Nanavati
2. Shri. Shachinbhai Nanavati
3. Dr. (Smt.) Yogini Sheth
4. Shri. Apurvabhai Nanavati
5. Smt. Usha Nanavati
6. Smt. Parul Choksey
7. Shri. Pratapbhai Patel
8. Dr. Vibhuti Patel
9. Dr. Arvind Luhar
10. Dr. (Ms.) Harshada Rathod

Smt. Himadriben Nanavati

*Himadriben Nanavati*  
Chairperson



# Managing Committee Meeting on Thursday, 24<sup>th</sup> Jan. 2019

Sr. No.	Name of the Committee Member	Signature
1.	Smt. Himadriben Nanavati	HS Nanavati
2.	Shri. Shachinbhai Nanavati	
3.	Dr. (Smt.) Yogini Sheth	
4.	Shri. Apurvabhai Nanavati	
5.	Smt. Usha Nanavati	
6.	Smt. Parul Choksey	
7.	Shri. Pratapbhai Patel	Report
8.	Dr. Vibhuti Patel	Vibhuti Patel
9.	Dr. Anvind Luhar	
10.	Dr. (Ms.) Harshada Rathod	 24-1-2019



# MANIBEN NANAVATI WOMEN'S COLLEGE

BEST COLLEGE 2018-2019 Awarded by SNTD Women's University, Mumbai  
(Affiliated to S.N.D.T. Women's University)

Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL  
Vallabhbai Road, Vile Parle (West), Mumbai-400 056.

Tel.: 2612 8840, Telefax : 91-22-2617 6196

E-mail : mnwcollege@hotmail.com • Website : www.mnwc-sndt.org

Estd.: 1972

NAAC Reaccredited 'A' grade

Chairman Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

02/02/2021

## NOTICE

A meeting of the Managing Committee of Maniben Nanavati Women's College and Tapiben Chhaganlal Lalji Valia Junior College will be held on Saturday, 13<sup>th</sup> February 2021 at 11:00 a.m. in the college premises.

The following will be the agenda of the meeting.


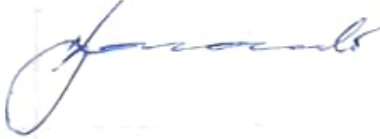

1. Confirmation of the Minutes of the last meeting held on 3<sup>rd</sup> October, 2020
2. Adoption of Audited Statement of Accounts for the year 2019-2020
3. Academic Report for 2020-2021
4. Appointments/ Promotion/ Resignations/ Retirements
5. Any other business with the permission of the Chair

1. Smt. Himadriben Nanavati
2. Shri. Shachinbhai Nanavati
3. Dr. Yogini Sheth
4. Shri. Apurvabhai Nanavati
5. Smt. Usha Nanavati
6. Smt. Parul Choksey
7. Shri. Pratapbhai Patel
8. Dr. Vibhuti Patel
9. Dr. Arvind Luhar
10. Dr. (Mrs.) Rajshree Trivedi

Smt. Himadriben Nanavati

Chairperson

Managing Committee Meeting held on  
Saturday, 13<sup>th</sup> February 2021

Sr. No	Name of Member	Signature
1.	Smt. Himadriben Nanavati	HNanavati
2.	Shri. Shachinbhai Nanavati	
3.	Dr. Yogini Sheth	ABSENT
4.	Shri. Apurvabhai Nanavati	
5.	Smt. Usha Nanavati	ABSENT
6.	Smt. Parul Choksey	ABSENT
7.	Shri. Pratapbhai Patel	ABSENT
8.	Dr. Vibhuti Patel	Vibhuti Patel
9.	Dr. Arvind Luhar	ABSENT
10.	Dr. (Mrs.) Rajshree Trivedi	

Printed & signed by the Secretary  
13/02/2021



SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS HIGH SCHOOL'S

**MANIBEN NANAVATI WOMEN'S COLLEGE  
TAPIBEN CHHAGANLAL LALJI VALIA JUNIOR COLLEGE**

Managing Committee  
Minutes of the Meeting

**Held on**

Saturday, 13<sup>th</sup> February, 2021

Time: 11.00 am Venue : Board Room

The Meeting of the Management Committee Members was held on February 13, 2021 at 11.00 am in the Board Room. The following members attended the Meeting:

1. Mrs. Himadri Nanavati – Chairperson
2. Mr. Shachin Nanavati – Hon. Treasurer
3. Shri Apurvabhai Nanavati- Trustee
4. Prof. Vibhuti Patel - Member
5. Dr. Rajshree Trivedi – Principal

Smt. Hiamdriben Nanavati informed that Dr. Yogini Sheth would attend the meeting for some time. Dr. Sheth could not make it as she had some special emergency at her hospital.

The following members had requested leave of absence:

1. Mrs. Usha Nanavati – Hon. Jt. Secretary
2. Smt. Parulben Choksey- Member
3. Mr. Arvind Luhar – Member
4. Shri Pratapbhai Patel- Member

**Item No. 1 on Agenda – Confirmation of the Minutes of the last Meeting held on 3<sup>rd</sup> October 2020:**

The Minutes of the Meeting were sent to all the members by email. It was unanimously "Resolved that the Minutes of the last meeting held on 3<sup>rd</sup> October 2020 is approved."

**Item No.2 on Agenda- Adoption of Audited Statement of Accounts for the year 2019-2020**

:

Dr. Trivedi informed the house that all the Audited Statement of Accounts had been sent to the Trustees for reading and signatures. Shri Shachinbhai inquired that why there are so many different types of statements such as BMS, BAFI, PG, B.DESIGN etc. Dr. Trivedi replied to this query by saying that all the government bodies such as AG Office, Joint Director's office, NAAC, AISHE and others require separate income and expenditure records so separate bank accounts have been maintained from the beginning. The Audited Financial statements have to be uploaded on NAAC portal and when the NAAC Peer team visits the college, they would ask for their reflection in respective balance sheets.

Dr. Trivedi made a detailed power point presentation on the section-wise income, donation, expenditure, deficit, surplus and investments of the institution.

All the Trustees have signed the Audited Statements and it was "Resolved that the Audited Statement of accounts for the year 2019-2020 are unanimously adopted."

### **Item No.3 on Agenda- Academic Report for 2020-2021:**

Dr. Trivedi made the Power Point Presentation in which a slide wise report on Results, Admissions, student strength of the college. She pointed out that in spite of the Pandemic effect on all the spheres of life, the institution has kept its progress and development on. The team work of teachers, administrative staff, support staff and students have made it possible to conduct academic, co-curricular and extra-curricular activities successfully carried out.

A special mention to the administrative staff for their commendable job during the lockdown was put up by the Principal. She requested the house to call Mrs. Keyaa Mukherjee, the OS and give her an applause for the wonderful online work the administrative staff and support staff have put up. The Management members applauded Mrs. Mukherjee's efforts and appreciated her team's work.

### **Item No. 4 on Agenda - Appointments/ Promotion/ Resignations/ Retirements:**

A detailed slide on appointments, promotion, resignations and retirements was presented. A special highlight was that 4 long pending cases of Junior College teachers fixation and 3 degree college teachers Career Advancement Schemes have been solved because of continuous and painstaking efforts of the administrative staff and constant follow up of the Principal.

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

Dr. Trivedi then shared with the Trustees the efforts taken by the PR Committee for marketing the courses of social media platforms. She informed that we are making efforts to have augment the Search Engine Optimization on Google search platform for which she has invited quotations from vendors. Shree Shachinbhai appreciated the idea and applauded it.

Dr. Trivedi then informed the Trustees about the decline in admission of students in Gujarati subject in Gujarati medium BA section. Shri Shachinbhai said that why are we not closing the Gujarati medium section. They have long done it in school and in the absence of Gujarati medium schools how can we expect admissions in it. Prof Vibhuti Patel said that The Gujarati department can start some certificate course in Gujarati. But Dr. Trivedi said that as per the Government GR, minimum 10 admissions are required in each of the three classes- First Year, Second Year and Third Year of BA WITH ECONOMICS and BA WITH GUJARATI. Dr. Trivedi said that while BA WITH ECONOMICS is able to get good students BA WITH GUJARATI has less takers than ten in all the three classes. Dr. Trivedi replied further to Shri Shachinbhai Nanavati's query of closing the Gujarati medium section of the college, she said that it will result into 4 teachers going surplus.

Shri Shachinbhai then asked Dr. Trivedi about the core areas where the college was working for students. She informed that she and her team was laying major thrust on: (1) Acquisition of Job related Skills like computer training, communication skills excel, tally and others (2) Research (3) Entrepreneurship (4) Innovative and ICT based student-centric methods of teaching -learning (5) Learning Management Systems and (6) Internships and placements

Prof. Vibhuti Patel suggested the name of Disha Skill Development which is the best platform that the College can look forward to Workshops should be held. Then she stressed the importance of the appointment of qualified teachers to enhance teaching learning pedagogies in college.. Dr.Trivedi pointed out that the Commerce grant in aid section has no grant-in -aid teachers after the retirement of Prof. Sunita Sharma. There are 400 students here with teachers on Management salary. Qualified teachers expect a good salary and she has unsured that qualified and experienced teachers with NET/SLET certificates are appointed. She said that we are vigorously following up with the Department of Higher Education for sanctioning the 6 pending posts but they are not responding.

Dr. Trivedi shared that the pandemic had really affected the financial condition of many parents and Smt. Himadriben Nanavati had taken a keen interest in ensuring that no girls drop out of studies for the want of fees. She said that the Management will support more need based scholarships for this academic year and will contact the donors for supporting our students. Everyone welcomed her gesture of generosity.

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



Smt. Himadri S. Nanavati  
Chairperson



Dr. Yogini Sheth  
Hon. Secretary



Estd.: 1972

NAAC Reaccredited 'A' grade

# MANIBEN NANAVATI WOMEN'S COLLEGE

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

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Chairman Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

21/02/2022

## NOTICE

A meeting of the Managing Committee of Maniben Nanavati Women's College and Tapiben Chhaganlal Lalji Valia Junior College will be held on Saturday, 05<sup>th</sup> March, 2022 at 11.00 am. in the Board Room.

The following will be the agenda of the meeting.


1. Confirmation of the minutes of the last meeting held on 24<sup>th</sup> April, 2021.
2. Academic Report for the year 2021-22 by Principal.
3. To discuss about Appointments/ Promotion/ Resignation/ VR's Confirmation/ Retirement of the staff
4. Adoption of audited statement of accounts for the year 2021-22 & Estimated Budget of the year 2022-23.
5. Any other business with the permission of Chair.

1. Smt. Himadriben Nanavati
2. Shri. Shachinbhai Nanavati
3. Dr. Yogini Sheth
4. Shri. Apurvabhai Nanavati
5. Smt. Usha Nanavati
6. Smt. Parul Choksey
7. Dr. Vibhuti Patel
8. Dr. Arvind Luhar
9. Ms. Ancy Jose
10. Dr. (Mrs.) Rajshree Trivedi

*Hs Nanavati*  
Smt. Himadriben Nanavati

Chairperson

Management Committee Meeting held on  
Saturday, 5<sup>th</sup> March, 2022

Sr. No.	Name of Member	Signature
1.	Smt. Himadriben Nanavati	HSNanavati
2.	Shri. Shachinbhai Nanavati	<del>Signature</del>
3.	Dr. Yogini Sheth	ABSENT
4.	Shri Apurvabhai Nanavati	
5.	Smt. Usha Nanavati	ABSENT
6.	Smt. Parul Choksey	ABSENT
7.	Dr. Vibhuti Patel	Vibhuti Patel
8.	Dr. Arvind Lohar	ABSENT
9.	Ms. Ancy Jose	ABSENT
10.	Dr. (Mrs) Rajshree Trivedi	ppr.



**Shree Chandulal Nanavati Women's Institute And Girls High School's**  
**Maniben Nanavati Women's College**  
**Tapiben Chhaganlal Lalji Valia Junior College**  
**Managing Committee**  
**Minutes of the Meeting**  
**Held on**  
**5<sup>th</sup> March 2022 Time 10.30 onwards**  
**Venue Board Room**

A meeting of the Managing Committee of Maniben Nanavati Women's College and Tapiben Chhaganlal Lalji Valia Junior College was held on Saturday, 5<sup>th</sup> March 2022 at 10.30 am. in the Board Room.

The following members were present:

1. Smt. Himadriben Nanavati
2. Shri. Shachinbhai Nanavati
3. Shri. Apurvabhai Nanavati
4. Dr. Vibhuti Patel
5. Dr. (Mrs.) Rajshree Trivedi

The following members requested for leave of absence:

1. Dr. Yogini Sheth
2. Mrs. Parul Choksey
3. Mrs. Usha Mehta
4. Dr. Ancy Jose
5. Mr. Arvind Luhar

The Meeting started with the greetings to all the members present. Dr. Trivedi began with bidding fond farewell to Mr. Pratapbhai Patel in absentia. She said Mr. Patel has sought retirement from all his social commitments due to his old age. The House wished him a long, healthy retired life and expressed the feelings of his absence and valuable contribution in the coming times.

**Item No. 1 on the Agenda - Confirmation of the minutes of the last meeting held on 24<sup>th</sup> April, 2021:**

“Resolved that the Minutes of the Meeting were unanimously approved by the members present”

**Item No. 2 on the Agenda- Academic Report for the year 2021-22 by Principal :**

1. Aided Salary Grant for every year received according to DA/HRA rates fluctuation. Mr. Shachinbhai Nanavati asked for the Salary details of the Aided Teaching & Non-Teaching Staff.
2. TCLV standard 11<sup>th</sup> and 12<sup>th</sup> results were declared 100% in 2020-21 following the government norms of Covid-19 crisis. At,
3. At TCLV, 4 Aided posts are vacant but there is a stay on the new appointments so the 4 teachers salary is borne by management.  
There are 2 Junior College Aided teachers' cases pending for 7<sup>th</sup> Pay Commission fixation - one is Ms. Heli Jotania & other is Ms. Sameera Suri Naaz Both the cases are pending because of their result ATKT & Appointment Date Difference respectively. Follow up for both the cases with the Jogeshwari office is doing by office.
4. In 2021-22, B.A. I (Gujarati Literature) there were no admissions. So One Aided Teacher i.e. Ms. Geeta Varun's workload of 20 was affected by 8 lectures. Her workload is protected by giving her 12 lectures in Gujarati Subject & rest 8 lectures were adjusted in Foundation Course after having taken her consent. Also Letter regarding Gujarati No admissions in the academic year 2021-22 were sent to JDHE Office. Madam Principal pointed out in the view of above condition, in future there will be the case where Gujarati Teacher will be surplus. Then Mr. Shachinbhai Nanavati said, ask government that what the next step management can do, if above condition comes? Principal promised to management that Gujarati Teachers dignity is maintained and in return they have to co-operative with the management.
5. In 2021-22, Students Strength is increased. Madam.Principal expressed her concern about the recovery that had come to other colleges from JDHE Office in such situations.
6. Ms. Prerna Ramtage's service is merged from DCPS to GPF all correspondence done by the office has been carried out for the process.
7. 4 Research Papers got Recognition.
8. Developed Learning Management System (LMS) for Students Online Learning.
9. Research Projects were done by Dr. Rita Patil & Dr. Cicilia Chettiar.
10. Dr. Cicilia Chettiar is taking care of MOU's
11. MNWC started NSQF certified courses such as Hospital & Health Care Management, Customer Relationship Management and Event & Media Management.
12. Dr. Rekha Kaklotar is incharge of the SWAYAM

13. Dr. Rita Patil is taking care of **National Institutional Ranking Framework (NIRF)**
14. In 2022-23, **New Bachelor in Accounts & Finance (BAF)** course applied.
15. Two Day State Level Webinar with RUSA was done for Administrative Staff.
16. Renovation of Maniben Nanavati Women's College Building is started.
17. Maniba's Article in Sunday Midday – Proud Moment
18. 50 Year's Grand celebration & Documentary proposed on college .
19. Ms. Himadriben Nanavati suggested that for Alumnae that we should felicitate any one achiever.

**Item no. 3 on the Agenda- To discuss about Appointments/ Promotion/ Resignation/VR's/Confirmation/ Retirement of the Staff:**

1. Two TCLV Jr. College Teachers retired (Ms. Sonali Kapoor & Ms. Deepa Amin)
2. Dr. Kavita Sonde promoted as Vice Principal & Ms. Manisha Vesvikar promoted as Supervisor of TCLV Jr. College.
3. No new posts sanctioned in junior college in place of Mrs. Jayashree Gandhi and Mrs Paragini Killawala retired
4. 4 Teachers CAS Promotion were done (**Dr. Cicilia Chettiar, Mrs. Prerna Ramteke, Dr. Ravindra Katyayan & Dr. Anuja Deshpande**)
5. Six unsanctioned Teacher's Posts in Degree College since 2017
6. One unsanctioned Admin Post & Three unsanctioned Class IV Posts since 2017
7. Dr. Rita Patil CAS Promotion for Professorship approval correspondence done by the office.
8. Dr. Rekha Kaklotar & Ms. Rita Chandara both CAS Promotion API Verification Committee Letters were sent to SNDT Women's University by Office.
9. Dr. Ravindra Katyayan, Ms. Prerna Ramteke, Ms. Shama Chavan submitted their CAS Promotion API Files to IQAC Committee for verification.
10. Dr. Sejal Shah, Ms. Geeta Varun & Dr. Swati Partani had applied for CAS Promotion but still not submitted their API files to IQAC Committee.

**Item no. 4 on the Agenda- Adoption of Audited Statement of accounts for the year 2021-22 & Estimated Budget of the year 2022-23:**

Dr. Trivedi informed the house that all the Audited Statement of Accounts had been sent to the Trustees for reading and signatures. Dr. Trivedi made a detailed power point presentation on the section-wise income, donation, expenditure, deficit, surplus and investments of the institution.

All the Trustees have signed the Audited Statements was "Resolved that the Audited Statement of accounts for the year 2020-2021 are unanimously adopted."

**Estimated Budget of the year 2022-23:**

Name of the Section	Estimated Budget 2021-2022	Actual Expenses up to 31.1.2022	Estimated Budget 2022-2023
SCNWI 'A/c. E'	92, 77, 892.00	67,01, 707.76	98, 50, 110.60
SCNWI 'A/c. E' – Unaided IT Maths	14, 22, 500.00	9, 40, 001.00	19,95, 000.00
Maniben Nanavati Women's College	13, 58, 900.00	5, 63, 893.00	16, 74, 900.00
Tapiben Chagganlal Lalji Valia Junior College- AIDED	2, 56, 150.00	1, 44, 960.00	3, 10, 500.00
Maniben Nanavati Women's College (B.M.S. Dept)	22, 50, 900.00	17, 77, 758.00	48, 58, 000.00
Maniben Nanavati Women's College (B.A.F.I. Dept)	16, 85, 050.00	8, 80, 974.20	15,47, 300.00
Maniben Nanavati Women's College (B.Design – Fashion Design Dept)	12, 84, 225.00	7, 71, 533.00	14, 87, 000.00
Maniben Nanavati Women's College (P.G. Dept)	32, 29, 500.00	24, 43, 692.60	31,79,500.00
Maniben Nanavati Women's College (P.G. Diploma in ECE Dept)	1, 20, 300.00	72, 729.00	1, 31, 350.00
Dr. BNCD Centre	55, 10, 040.00	31, 56, 461.00	54, 22, 080.00
<b>Grand Total</b>	<b>2, 63, 95, 457.00</b>	<b>1, 74, 53, 709.56</b>	<b>3, 04, 55, 740.60</b>

**Item no. 5 on the Agenda- Any other business with the permission of Chair:**

MNWC Aided:

NSS Committee meeting held on 24th July, 2023 regarding files of NSS Special Camp 2022-2023, NSS Regular Activity 2022-2023. The audit of these 2 files was in process. Principal Madam & NSS Committee instructed the Accounts department to finalize the Balance Sheet of Maniben Nanavati Women's College without taking into consideration of NSS accounts.

As the full & final settlement files of NSS was not submitted by the NSS Committee to Accounts department and the advance taken by committee was still pending. Therefore, in the Balance Sheet of 2022-23 the Advance for NSS is shown in Schedule "III" Advance Deposits and Recoverable as on 31.3.2023 and NSS Outstanding expenses is shown in Schedule "I" Other Liabilities as at 31.3.2023.

NSS Regular Activity 2022-2023, NSS Special Camp 2022-2023 files submitted by NSS Committee to accounts department on 15.02.2024.

Accounts department while checking the files noticed the utilization certificates of both files date was 19.7.2023. Since new PFMS System was implemented the audit queries resolving work was still on going by the university, due to which the files were not submitted to office up to 31/5/2023. The files were submitted 9 months later the Balance Sheet got finalized.

Finally, after resolving quarries from the University, the files of NSS were submitted to university in the month of December, 2023 as per the directives given by SNDT Women's University NSS Cell.

Lapsed Library Deposit & Caution Money amount of 6050/- & 3400/- respectively in the Balance Sheet 2022-23 has not been shown separately this amount has been merged in Sundry Income by the Statutory Auditor.

Actually, this amount should be represented separately as the requirement of Government Audit.

MNWC Unaided:

New Courses i.e. M.A. in English & B.Com (Computer Applications) will be apply in the year 2022-23 to start from the year 2023-24.

To Apply for closure procedure of P.G. Diploma in ECE in the year 2022-23 so that we can discontinued it from the year 2023-24.

To Apply for closure procedure of Bachelor of Commerce (Accountancy, Finance & Insurance) in the year 2022-23 so that we can discontinued it from the year 2022-23.

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

*H S Nanavati*

Smt. Himadri S. Nanavati

Chairperson

*Yogini Sheth*

Dr. Yogini Sheth

Hon. Secretary



Estd. 1972

Reaccredited 'A' Grade in the 3<sup>rd</sup> Cycle (2014-2021)

MANIBEN NANAVATI WOMEN'S COLLEGE

website: mnwc.edu.in

50th Golden Jubilee Year

# MANIBEN NANAVATI WOMEN'S COLLEGE

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

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Vallabhghai Road, Vile Parle (West), Mumbai-400 056.

Tel.: 2612 8840

E-mail : mnwcollege@hotmail.com • Website : www.mnwc.edu.in

Chairman Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

03/01/2023

## NOTICE

A meeting of the Managing Committee of Maniben Nanavati Women's College and Tapiben Chhaganlal Lalji Valia Junior College will be held on Saturday, 07<sup>th</sup> January, 2023 at 11.00 am. in the Board Room.



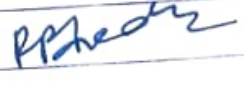
The following will be the agenda of the meeting.

1. Confirmation of the minutes of the last meeting held on 5<sup>th</sup> March, 2022.
2. Academic Report for the year 2022-23 by Principal.
3. To discuss about Appointments/ Promotion/ Resignation/ VR's Confirmation/ Retirement of the staff
4. Audited statement of accounts for the year 2021-22.
5. Any other business with the permission of Chair.

1. Smt. Himadriben Nanavati
2. Shri. Shachinbhai Nanavati
3. Dr. Yogini Sheth
4. Shri. Apurvabhai Nanavati
5. Smt. Usha Nanavati
6. Smt. Parul Choksey
7. Dr. Vibhuti Patel
8. Ms. Ancy Jose
9. Dr. (Mrs.) Rajshree Trivedi

  
Management Trustee

Management Committee Meeting held on  
Saturday, 07<sup>th</sup> January, 2023

Sr. No.	Name of Member	Signature
1)	Smt. Himadi Nanavati	H. Nanavati
2)	Shri. Shachinbhai Nanavati	ABSENT
3)	Dr. Yogini Sheth	ABSENT
4)	Shri. Apurvabhai Nanavati	
5)	Smt. Usha Nanavati	U. Nanavati
6)	Smt. Parul Choksey	ABSENT
7)	Dr. Vibhuti Patel	Vibhuti Patel
8)	Ms. Ancy Tose	
9)	Dr. (Mrs.) Rajshree Trivedi	





**Shree Chandulal Nanavati Women's Institute and Girls High School**  
Maniben Nanavati Women's College  
Tapiben Chhaganlal Lalji Valia Junior College  
Managing Committee  
Minutes of the Meeting  
Held on  
7<sup>th</sup> January, 2023 Time 11.00 onwards  
Venue: Room No. 5.9

A meeting of the Managing Committee of Maniben Nanavati Women's College and Tapiben Chhaganlal Lalji Valia Junior College was held on Saturday, 7<sup>th</sup> January, 2023 at 11.00 am. In Room No. 5.9.

The following members were present:

1. Mrs. Himadri S. Nanavati
2. Mr. Apurva J. Nanavati
3. Mrs. Usha A. Nanavati
4. Prof. Vibhuti Patel
5. Prof. Ancy Jose
6. Dr. (Mrs.) Rajshree Trivedi

The following members requested for leave of absence:

1. Dr. Yogini Sheth
2. Mrs. Parul Choksey
3. Mr. Shachin J. Nanavati

The Meeting started with the greetings to all the members present. Dr. Trivedi thanked the Trustees and the Members of the Managing Committee for *Swarnakamal* -the Golden Jubilee Celebration of the College on 3<sup>rd</sup> December at the Mukesh Patel Auditorium, Vile Parle West, Mumbai.

**Item No. 1 on the Agenda - Confirmation of the minutes of the last meeting held on 5<sup>th</sup> March, 2022 :**

"Resolved that the Minutes of the last Meeting were unanimously approved by the members present"

**Item No. 2 on the Agenda- Academic Report for the year 2022-23 by Principal:**

In a PPT presentation, Dr. Rajshree Trivedi presented a detailed academic report. The following points were covered:

1. Salary of MNWC and TCLV College staff of Grant-in -Aid Sections paid at par.
2. Result Analysis of both the Colleges.
3. Students' strength of both the Colleges.
4. Income-Expenditure Statement of the institution.
5. Expense statement of Swarnakamal.
6. Pandemic Period's Need Based Scholarship Amount and Report.
7. Report on Administration Section and its activities.
8. Development of College Building is done from funds of various departments.

**Item no. 3 on the Agenda - To discuss about Appointments/ Promotion/ Resignation/ VR's Confirmation/ Retirement of the staff:**

1. Two confirmations of services i.e., Shikshan Sevak 3 yrs. Probation completed - Dipali Bajpai & Amreen Jada from TCLV College (w.e.f. 04.09.2021).
2. Five Appointments of Unaided Teachers were done in TCLV College by Management as there are no NOCs sanctioned by the Deputy Director's Office.
3. Three Degree College Teachers CAS Promotions were done as follows:
  - Dr. Rita Patil – Professorship – w.e.f. 02.03.2022.
  - Dr. Rekha Kaklotar – Stage II to Stage III – w.e.f. 10.07.2021.
  - Dr. Rita Chandarana – Stage I to Stage II – w.e.f. 24.07.2019.
4. Sr. College Unaided Courses 16 Teachers appointments were done. Two Resignations were received from Ms. Snehal Obhan, Ms. Jeevika Wadhwa.
5. B. Design Fashion Design Courses 6 Teachers appointments were done. 1 Resignation was received from Ms. Neetu Pillai.
6. P.G. (M.A. & M. Com) Courses 6 Teachers appointments were done.
7. P.G. Diploma ECE Courses 2 Teachers appointments were done.
8. 2 Administrative Staff appointments were done & 2 resignations were received by Ms. Dhanshree Kalambate & Ms. Kajal Parmar.
9. The Approvals for the CAS files of Dr. Cicilia Chettiar, Dr. Ravindra Katyayan, Ms. Purna Ramteke, Ms. Shama Chavan & Ms. Sheetal Sawant received from the SNTD University & their files were submitted for further fixation at JDHE Office.
10. Resolution was passed for the Voluntary Retirement from Services of Dr. Sejal Shah, Associate Professor in Gujarati Subject as on dt. 31.01.2023 as per application received by her on dt.29.09.2022.

**Item no. 4 on the Agenda - Audited statement of accounts for the year 2021-22:**

Dr. Trivedi informed the house that all the Audited Statement of Accounts had been sent to the Trustees for reading and signatures. Dr. Trivedi made a detailed power point presentation on the section-wise income, donation, expenditure, deficit, surplus and investments of the institution. All the Trustees have signed the Audited Statements was "Resolved that the Audited Statement of accounts for the year 2021-2022 were unanimously adopted."

**Item no. 5 on the Agenda - Any other business with the permission of Chair:**

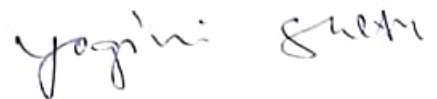
The following points also taken into consideration for the meeting. It was informed by Dr. Trivedi that :

- Balance Sheet Write off of all sections.
- Applied for New Course BCA (UG Unaided) & will apply TCLV unaided IT-SP Subject.
- Dr. Trivedi pointed out to the House that her tenure will be over on 31<sup>st</sup> January 2024. Mrs. Himadri Nanavati took the approval of the House to send her file for Re-appointment to the SNTD Women's University.
- For the development of infrastructure, an amount of Rs. Sixty Lakhs (Rs. 60,00,000/-) was approved in the last meeting.
- TCLV Junior College XI Marksheet Format Changed & Approved by Principal Madam.
- Sr. College Leaving Certificate Format Changed & Approved by Principal Madam.

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



Mrs. Himadri S. Nanavati  
Chairperson



Dr. Yogini Sheth  
Hon. Secretary



Estd.: 1972

Reaccredited 'A' Grade in the 3<sup>rd</sup> Cycle (2016-2021)

## MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to SNDT Women's University) BEST COLLEGE 2018-19

Conducted by Shree Chandulal Nanavati Women's Institute & Girl's High School

A Gujarati Linguistic Minority Institute

Vallabhbhai Road, Vile Parle (W) Mumbai 400056

### INTERNAL AUDIT REPORT

Internal Audit has been an integral part of Maniben Nanavati Women's College constant monitoring of the quality and necessity is given utmost importance.

In the year 2022-23, the IQAC took up the internal academic in an innovative way. This year the audit took place between two departments along with the Principal and IQAC coordinator.

The audit was based on the Dept. plan based on the SOP of the College

Sr. No	Date	Department
1	20 <sup>th</sup> March 2023	Dept. of Economics and Dept. of BMS
2	21 <sup>st</sup> March 2023	Dept. of BCom (AFI), BCom (AF), and M Com
3	24 <sup>th</sup> March 2023	Dept. of Commerce and Dept. of English
4	25 <sup>th</sup> March 2023	Dept. of Psychology and Dept. of Gujarati
5		Dept. of Home Economics – Child Development, P G Diploma ECCE and Dept. of Hindi
6	11 <sup>th</sup> April 2023	Dept. of Home Economics- Food and Nutrition and PG Psychology
7	17 <sup>th</sup> April 2023	Dept. of Sociology and Department of B. Design

#### Dept. of Economics

Dr. Rita Chandarna received a Ph.D. degree in Economics now Dept. is fully qualified. Dept. of Economics had finished all activities as per their plan.

- It was suggested to the dept. to strengthen the extension activity and involve more students in doing so, also it was suggested that extension work should be subject-related.

#### Dept. of BMS

Principal Mam Dr. Rajshree Trivedi told the dept. very strictly that all members should remain present during the Audit.

- It was suggested that dept. should plan a conference with other Dept. of Commerce, BCom (AFI), and M Com.
- The Workshop Planned for GST was not done, but in place, the Workshop on Research Methodology was done in collaboration with B com (AFI)
- There is a need for the department to work on Advance learners and Slow Learners it was suggested to plan something for them by giving them some writing practice or some extra reading material.
- Research projects involving more students will benefit many students. Dept. had not celebrated the days as per plans. It was suggested to them that they should celebrate management day.
- It was suggested to them that they should also plan some guidance talk for CA and suggested that more guidance talks be given.

❖ Principal Mam suggested that dept. faculty should concentrate on their academic growth by concentrating more on Research Publications.

#### Dept. of B.Com (AFI)

- It was suggested that they should have followed the format which was shared by the IQAC was different.
- To finish the extension activity with most of the students
- Dept. had already celebrated the Birth Anniversary of a renowned personality, so it was suggested to them not to celebrate Ambedkar Jayanti
- To do a conference with other Dept. of Commerce, and M Com.
- It suggested that the activity should be planned considering the teaching pedagogy.

❖ Principal Mam suggested that dept. faculty should concentrate on their academic growth by concentrating more on Research Publications.

#### Dept. of B.Com (AF)

It was the first year of BAF so all activities done were according to the plans.

- It was suggested that they should have followed the format which was shared by the IQAC was different.
- To do Slow and Advanced learner activities and proper documentation

### Dept. of M.Com

The Overall observation of M. Com was not so impressive many loopholes were identified and many suggestions were given.

- To do a conference with other Dept. of Commerce, and BCom (AFI).
- It was suggested that dept. should have letters of correspondence for the internship of the students.
- It was found that the result of M. Com suggest that remedial teaching is required.
- The Day celebration was not done it was suggested to be done.
- No guidance lecture was organized, it was asked to plan activities for the same.

❖ Principal mam Dr. Rajshree Trivedi gave very clear-cut instructions regarding the functioning of the department that activities that are not done or repeated frequently should have been removed. MOU which was to be signed with B.M Ruia should have been bought in madam's notice.

### Dept. of Psychology

- It was suggested that they should have followed the format which was shared by the IQAC was different.
- It was suggested to the department to plan Conference next year with PG Psychology
- It was suggested that Buddy teaching or Peer to peer teaching documents should be in place.
- Too many Visits are reflected in the review some planned and some unplanned.
- Dept. has not done any extension activity it was suggested that they should plan and do it in April end and May first week.
- STAR project to be converted into a small research project by the end of the May end.
- Plan some career guidance talks for students.

### Dept. of Gujarati

- It was suggested that they should have followed the format which was shared by the
- IQAC was different.
- It was suggested to the department to plan Conference next year.
- Add-on Course to be done in 30 hours.
- No career guidance talk was done.

❖ Principal mam Dr. Rajshree Trivedi gave very clear-cut instructions that no activities are done as per the plan, so to plan and do the activities before the Academic year ends.

### **Dept. of Hindi**

- It was suggested that they should have followed the format which was shared by the IQAC was different
- The department has applied for a Conference with the Ministry of Education
- Dept. has Finished the Add- On Course of 30 hours.
- Proper documentation should be maintained for slow and advanced learners.
- It was suggested that Maharashtra Day to be Celebrated.

### **Dept. of Home Economics- Child Development and Post Graduate Diploma in ECCE**

- Both dept. has done most of the activities together
- Add on course was not done it was suggested to them to finish 30 hours add on course.
- To maintain record of Slow and Advance learner
- It was suggested to change certain words in description.
- Suggested shift from one section to another.
- Many things were not clearly mentioned.
- Some Guest Lectures mentioned was not done.
- It was suggested that department should do extension activity.
- Talk on Career guidance to be done.
- It was suggested that in coming academic year to celebrate children's day in community school.

### **Dept. of Home Economics- Food and Nutrition**

- It was Suggested that Nutri jockey to start again.
- Satu laddu to be given in Akshaya Project.
- Involve Students in Research activity of the department.
- It was suggested that department should do extension activity.

### **Dept. of PG Psychology**

PG section had done all activities as per plan.

- All students did Swayam Course.
- Coordinator informed that they are planning for summer internship also with NGO's.
- Advance learners are helped with extra coaching and guidance.
- It was also suggested that good students in research can help the other students.

- Students and teachers are planning to go for One day visit to Vipasana, as 2-3 days visits is not allowed by the college.
- ❖ Principal mam suggested to plan for international Students Exchange has to plan principal mam will look into the finance.

### Dept. of Sociology

Dept. had done almost all activities as per Dept. plan.

- It was suggested to do extension activity.
- Some activities were missing which was been asked to put in the right criteria.

### Dept. of B. Design (Fashion Design)

Principal Mam Dr. Rajshree Trivedi told the dept. very strictly that all members should remain present during the Audit.

- Dept. Informed that they did apply for conference to ITAR but they didn't received the approval.
  - Too many workshops are which was not planed.
  - Add-on Course done.
  - Internship data to be upgraded.
  - Involve more faculty in slow learner activity.
  - No overnight visit was allowed so they did local visit.
  - Many activities were mentioned but not done.
  - Many activities wrongly placed.
- ❖ Principal mam Suggested that dept. should mention the hard work done during the 3<sup>rd</sup> December and Graduation ceremonies should be highlighted somewhere.

*F. Asanghi*

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

*RP Trivedi*

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



**MANIBEN NANAVATI WOMENS COLLEGE**

**TY BA GUJ 2022-23**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30	English 5.1 A	DC ECO 3.2 (RITA) DC GUJ 2.6	DC GUJ 2.6	DC ECO 3.2 (RITA)	FN 1.1 APC GUJ 2.6	ECO APC 5.5 (JANHAVI)
8.20	APC ECO 3.2 (JANHAVI) DC GUJ 2.6	English 3.3	DC GUJ 2.6 DC ECO 5.5 (REKHA)	FN 1.1 GUJ APC 2.6	FN 1.1 APC GUJ 2.6	DC GUJ 2.6 DC ECO 3.2 (REKHA)
9.10	DC ECO 5.1 B (REKHA) DC GUJ 2.6	English (Tut) 3.3	DC GUJ 2.6 APC ECO 5.5 (JANHAVI)	FN 1.1 GUJ APC 2.6	DC GUJ 2.6 DC ECO 5.5 (RITA)	DC GUJ 2.6 DC ECO 3.2 (REKHA)
10	<b>R</b>	<b>E</b>	<b>C</b>	<b>E</b>	<b>S</b>	<b>S</b>
10.30	DC GUJ 3.7 DC ECO 5.5 (RITA)	DC GUJ 2.6 DC ECO 3.2 (RITA)	DC GUJ 2.6 DC ECO 5.1 B (RITA)	DC GUJ 2.6 DC ECO 5.5 (REKHA)	DC GUJ 2.6	DC ECO 3.2 (REKHA)
11.20	DC GUJ 3.7 DC ECO 5.5 (RITA)	DC ECO 5.1 B (REKHA)	DC ECO 5.1 B (REKHA)	DC GUJ 2.6 DC ECO 5.5 (RITA)	DC GUJ 2.6	
12.10			APC ECO 5.5 (JANHAVI)			

Signature of Principal



MANIBEN NANAVATI WOMEN'S COLLEGE


INTERNAL EXAMINATION - SEM-I/III/V – YEAR- 2022-23

B.A. ENGLISH MEDIUM (DC-ENGLISH, DC-PSYCHOLOGY & DC-SOCIOLOGY)

Class	Time	19/09/22 Monday	20/09/22 Tuesday	21/09/22 Wednesday	22/09/22 Thursday	23/09/22 Friday	24/09/22 Saturday
BA I (Eng Med)	8.00 to 9.00	CC Eng 1115101	History As Heritage 130100	DC Eng-145101 DC Psy-145110 DC Socio -145111	Women In Changing India 130200	DC Eng-145201 DC Psy-145210 DC Socio-145211	Hindi-175103 FN-185126 CD-180127
BA II (Eng Med)	9.30 to 10.30	CC Eng 315301.	Current Concerns 330500	DC Eng-345501 DC Psy-345510 DC Socio-345511	DC Eng-345601 DC Psy-345610 DC Socio-345611	APC Eng-365101 APC Socio-365111 FN (CS)-385326 CD-380527	Hindi-375303 FN (CI)-385426
BA III (Eng Med)	11.00 to 12.00	CC Eng 515501	DC Eng- 545901 DC Psy -545910 DC Socio -545911	DC Eng-546001 DC Socio-546011	DC Eng-546101 DC Psy-546110 DC Socio-546111	DC Eng-546201 DC Psy-546210 DC Socio-546211	APC Eng-565301 APC Socio-565311 FN-585726 CD-580727

Note:

1. Exam will be conducted for 25 Marks.
2. Two days before seating arrangement will be given.
3. Students have to take their seat before 15 minutes of Examination.
4. Students have to complete the Exam on the stipulated timing only.

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

**MANIBEN NANAVATI WOMEN'S COLLEGE**  
**INTERNAL EXAMINATION - SEM-I/III/V - YEAR- 2022-23**  
**B.A.-GUJARATI MEDIUM (DC- ECONOMICS & DC- GUJARATI)**

Class	Time	19/09/22 Monday	20/09/22 Tuesday	21/09/22 Wednesday	22/09/22 Thursday	23/09/22 Friday	24/09/22 Saturday
BA I (Guj Med.)	8.00 to 9.00	CC English LL (155101)	History as Heritage (130100)	DC- Eco-145106 DC-Guj- 145102	Women In Changing India 130200	DC- Eco-145206 DC-Guj- 145202	Hindi-175103 FN - 185126
BA II (Guj Med.)	9.30 to 10.30	CC English LL (355301)	Current Concerns (330500)	DC-Eco-345506	DC-Eco- 345606	APC- Eco- 365106 FN (CS) - 385326	Hindi-375303 FN (CI)- 385426
BA III (Guj Med)	11.00 to 12.00	CC English LL (555501)	DC- Eco-545906 DC- Guj- 545902	DC- Eco- 546006 DC- Guj- 546002	DC- Eco-546106 DC- Guj- 546102	DC- Eco-546206 DC- Guj- 546202	APC- Eco- 565306 APC- GUJ- 565302 FN- 585726

**Note:**

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4. Students have to complete the Exam on the stipulated timing only.

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

MANIBEN NANAVATI WOMEN'S COLLEGE

INTERNAL EXAMINATION - SEM-I / III / V – YEAR- 2022-23

B.COM (BACHELOR OF COMMERCE)

Class	Time	19/09/22 Monday	20/09/22 Tuesday	21/09/22 Wednesday	22/09/22 Thursday	23/09/22 Friday	24/09/22 Saturday
B.Com I	8.00 to 9.00	English C.C. (HL) 110101	Economics 145105	Commerce 145106	Accountancy -145107	Business Maths 145108 OMSP 105152 TTM 105124	Business Env. 145109 OMSP 105252 TTM 105224
B.Com II	9.30 to 10.30	English C.C. (HL) 310301	Economics 345305	Business Law 345110	Commerce -345306	Hindi 375103 Industrial Psy. 375121 Advertising 375144 TTM 305424 OMSP 305452	Accountancy 345307
B.Com III	11.00 to 12.00	English C.C. (HL) 510501	Economics 545505	Commerce 545506	Accountancy- 555115 TTM 505624 OMSP 505652	Accountancy 555215 TTM 505724 OMSP 505752	Accountancy 555315 FTM 505824 OMSP 505852

Note:

1. Exam will be conducted for 25 Marks.
2. Two days before seating arrangement will be given.
3. Students have to take their seat before 15 minutes of Examination.
4. Students have to complete the Exam on the stipulated timing only.

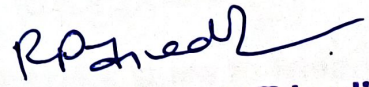
  
**Dr. (Mrs.) Rajshree P. Trivedi**  
Principal  
Maniben Nanavati Women's College,  
Vile Parle (West), Mumbai - 400 056.

**MANIBEN NANAVATI WOMEN'S COLLEGE**  
**INTERNAL EXAMINATION - SEM-I / III / V – YEAR- 2022-23**  
**BMS (BACHELORS OF MANAGEMENT STUDIES)**

Class	Time	19/09/22 Monday	20/09/22 Tuesday	21/09/22 Wednesday	22/09/22 Thursday	23/09/22 Friday
FYBMS	8.00 to 9.00	1001 Principles of Management	1002 Business Communication	1003 Financial Accounting	1005 Economics I	1004 Principles of Marketing
SYBMS	9.30 to 10.30	3001 Business Law	3002 Cost & Management Accounting	3005 Quantitative Techniques for Business	3004 Fundamentals of Production & Operations Management	3003 Human Resource Management
TYBMS	11.00 to 12.00	5011 Auditing & Taxation 5021 Integrated Marketing Communication	5012 Banking and Financial Services 5022 Brand Management	5031 Industrial Relations	5032 Human Resource Development	5005 Advance Quantitative Methods for Business

**Note:**

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3. Students have to take their seat before 15 minutes of Examination.
4. Students have to complete the Exam on the stipulated timing only.

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

**MANIBEN NANAVATI WOMEN'S COLLEGE**  
**INTERNAL EXAMINATION - SEM-I/III/V – YEAR- 2022-23**

**B.COM (ACCOUNTS, FINANCE, AND INSURANCE)**

Class	Time	19/09/22 Monday	20/09/22 Tuesday	21/09/22 Wednesday	22/09/22 Thursday	23/09/22 Friday
FYBAFI	8.00 to 9.00	Business Accounting 141119	Management of Finance 141219	Basics of Information Technology 141319	Business Communication Skills 141419	Basics of Management 141519
SYBAFI	9.30 to 10.30	Cost Accounting 341119	Advanced Financial Accounting 341219	Principles and Practices of Insurance 341319	Business Economics – I 341419	Business Law 341519
TYBAFI	11.00 to 12.00	Financial Management 540119/541119	General Insurance 540219/541219	Statistical Theories & Business Applications 540319/541319	Capital Markets 540419/541419	-

**Note:**

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4. Students have to complete the Exam on the stipulated timing only.

  
**Dr. (Mrs) Raishree P. Trivedi**  
**Principal**

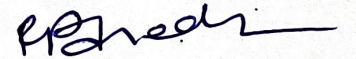
Maniben Nanavati Women's College,  
Vile Parle (West), Mumbai - 400 056.

**MANIBEN NANAVATI WOMEN'S COLLEGE**  
**INTERNAL EXAMINATION - SEM-I- YEAR- 2022-23**  
**BACHELORS OF COMMERCE (ACCOUNTS & FINANCE)**

Class	Time	19/09/22 Monday	20/09/22 Tuesday	21/09/22 Wednesday	22/09/22 Thursday	23/09/22 Friday
FYBAF	8.00 to 9.00	Elements of Accountancy 1001	Business Communication 1002	Business Statistics 1003	Foundation Course And Material Management 1004	Environment of Financial Systems 1005

**Note:**

1. Exam will be conducted for 25 Marks.
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4. Students have to complete the Exam on the stipulated timing only.



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

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

MANIBEN NANAVATI WOMEN'S COLLEGE

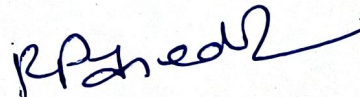
INTERNAL EXAMINATION - SEM-I / III / V / VII - YEAR- 2022-23

B.DESIGN (BACHELOR OF FASHION DESIGN).

Class	Time	19/09/22 Monday	20/09/22 Tuesday	21/09/22 Wednesday	22/09/22 Thursday
B.DESIGN I	8.00 to 9.00	Environmental Studies (1012)	Fundamental of design (1013)	History of Art & Design (1015)	Communication Skill (1014)
B.DESIGN II	9.30 to 10.30	Introduction of textile (3113)	History of Fashion (3114)	Fashion Studies (3115)	-
B.DESIGN III	11.00 to 12.00	India textile And Embroideries (5115)	-	-	-
B.DESIGN IV	11.00 to 12.00	-	Fashion styling and costume designing (7002)	Introduction to Entrepreneurship (7003)	Quality Assurance Management (7005)

**Note:**

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2. Two days before seating arrangement will be given.
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4. Students have to complete the Exam on the stipulated timing only.

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

- Internal Complaint Committee
- Grievance Redressal Cell**
- Prevention of Sexual Harassment Cell (Vishakha)
- Prevention of Caste Based Discrimination Cell
- Complaint Form

As per the UNIVERSITY GRANTS COMMISSION NOTIFICATION, New Delhi, the 6th May, 2019 F.No. 14-4/2012(CPP-I),— all the higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every Institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 should establish a Grievance Redressal Cell.

Maniben Nanavati Women's College has a well defined body for the same:

**The Composition:**

Sr. No.	Name	Designation	Status
1.	Dr. Rajshree Trivedi	Principal	Chair Person
2.	Dr. Rita Patil	Senior Members of the Teaching Faculty to be nominated by the Principal	Members
3.	Dr. Twinkle Sanghavi	Senior Members of the Teaching Faculty to be nominated by the Principal	Members
4.	Ms. Dhruvi Patel (SYBA)	A Representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports / performance in co-curricular activities	Special Invitee

- The term of the members and the special invitee shall be two years. The Special invitee need not remain present in cases of grievances related to staff members.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- In considering the grievances before it, the GRC shall follow principles of natural justice.
- The GRC shall send its report with recommendations, if any, to the Chair Person of the Management of the College and a copy thereof to the aggrieved student/staff member within a period of 15 days from the date of receipt of the complaint.



# Library Committee Meeting

05/04/2023

## List of Members present in the meeting

- (1) Dr. Rajshree Trivedi RT
- (2) Dr. Rita Patil RP
- (3) Dr. Twinkle Saanghani TS
- (4) Dr. Rekha Kelkotekar KR
- (5) Dr. Ravindra Katparyan CK
- (6) Dr. Anuja Deshpande AD
- (7) Mrs. Sudha Naskar SN
- (8) Dr. Cicilia Chellian CC
- (9) Ms. Pranaya Revankar PR
- (10) Dr. Swati Pantani SP
- (11) Dr. Kavita Sonde. KS
- (12) Mr. Hardik Majithia HM
- (13) Ms. Vrinda Mathur VM
- (14) Ms. Geeta Varun GV
- 15 Ms. Kinjal Patel KP

①⑥ Mrs. Sheetal Sawant

Sawant

①⑦ Ms. Anna S Gotad

Anna

**Library Committee Meeting was held on 5<sup>th</sup> April 2023 at 12.30 p.m. and the following decisions have been discussed with principal madam and all other committee members.**

1. Previous Library Committee Meeting Minutes readout by the Ms. Aruna.
2. Principal Madam said that activity for Teaching and non-teaching staff should be planned. Teachers' activity should be planned in the month of Sept-Oct.
3. Agenda of Library Committee Meeting read out by librarian
4. Status report of Library showed and explained by the librarian to all
5. Principal Madam said that spent 10% more budget than allocated budget every year. Madam requested to all members to give book recommendation for new additions.
6. New teacher's library Membership: Principal Madam suggested take the list of newly appointed teachers from Ms. Geetali and send reminder to them to take library membership.
7. Principal Madam told teachers stop giving notes to students and send them to library for taking the books so that they can make their own notes.
8. Principal suggested, take the requirement of Xerox from student and give them Xerox copies after 2 days. on the spot Xeroxing will not done.
9. Department wise books list given to all.
10. Since we spend so much on databases, Principal Madam stated that M.A. and M.Com students must use J-GATE&NLIST Databases.
11. Principal madam suggested that contact Sajid sir for automated logging software in order to increase use of the Internet and periodical Section.
12. Revised Library Deposit & Charges for faculty explained by the librarian to all and it is approved by the principal Madam and all Committee Members

**Library Deposits And Charges for Faculty and Guest Member**

Sr. No.	Section	Deposit (Refundable)	Charges (Non Refundable)	Duration	No. of Books for issue
1	Aided Faculty	₹ 1,000.00	₹ 300.00	1 Month	10 Home Reading 1 Current Reading
2	Self-Financed Faculty	₹ 500.00	₹ 200.00	1 Month	5 Home Reading 1 Current Reading
3	CHB Faculty	₹ 250.00	₹ 150.00	1 Month	2 Home Reading 1 Current Reading
4	Guest Member	₹ 500.00	₹ 200.00	15 days	2 Home Reading

*Sawant*  
**Librarian**  
**M.N.W. COLLEGE**

*P. Phadnis*  
**Principal**  
**M.N.W. COLLEGE**

### Book Bank Charges for UG & PG students

Sr. No.	Section	Charges (Non Refundable)	Duration	No. of Books for issue	Fine
1	UG Students	₹300.00	Semester	4-5 Books for Home Reading	₹ 1/- per day per book
2	PG Students	₹500.00	Semester	4-5 Books for Home Reading	₹ 1/- per day per book

13. Revised book bank charges & fine for book bank books explained by librarian. Principal Madam and all committee members approved that Rs. 1.00 fine will be charge for per day per book if book bank books will not returned on time.
14. Librarian Explained the requirements of 2 new staff in the library principal madam told that we will thinking the staff requirement after the library renovation
15. No Due clearance for Teaching & non-teaching Staff – Principal said that on 1<sup>st</sup> April collect all books from staff and make policy for the no due clearance for staff.
16. Revamping of Library in the month of July 2023 Informed by principal madam to all committee members.
17. Principal state that number of library books should be according to the no. of students enrolled
18. Principal madam State that be prepared for NAAC Peer Team Visit
19. It was decided that Books requisition should be sent through the head of department.
20. Meeting ended with vote of thanks by librarian to all the committee members.

*Sawant*  
Librarian  
M.N.W. COLLEGE

*P. Phadnis*  
Principal  
M.N.W. COLLEGE



















Sr. No.	Month	Particular
1	April	Starting the financial year by creating a yearwise folder on D drive the path is : D:Work Folder Online: 2011-12,2012-13 and so on till the year 2018-19
		Salary Individual File prepared in month of March which is to be checked as per the changes in D.A. rate, any supplementary arrears received from Jt.Diector and income tax deduction also checked and the amount of income tax deduction individual staff is incorporated in different file Income Tax cutting. This file only consist the staff name & monthwise deduction of income tax.
		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online, this file include statement show individual staff name alongwith their salary heads, gross amount, deduction and net amount, Statement C, Change Statement this statement show any change in the current salary bill
		Month Salary to be submitted on Salary Online Site, Following Procedure to be followed it is Standard operating procedure for Generating monthly Salary
		1. Salary Site : htesevaarth.maharashtra.gov.in
		2. User Id : 06710100141_AST
		3. Password: Passward to be changed every month
		For submission salary online 1 step is to put record of delay DCPS contribution, following is the step to feed the contribution
		While submitting salary 1 step is to put record of delay DCPS contribution, following is the step to feed the contribution Worklist--DCPS--DCPS Contribution--Online Contribution Entry--Bill Group--Select College Name--Pay Month--Specify Current Month--Payment Type--Select Delayed--Select Pay Year--As soon as select Delayed--Delayed month--Put Delayed month--Delayed Year--Put Delayed Year
		2nd step to put individual staff income tax cutting details, following steps are as follows
		Worklist--Payroll--Employee Information--Non Computational Dues/Deductions--Type of Component--Deductions--Income Tax--Bill Group--Select College Name, As soon as selection of college name under Employee Name individual names of the staff came, put the income tax amount in New amount coloumn after putting all the data click on save button
		After putting all the data generate the salary bill as per following path
		Worklist--Payroll--Payroll Generation View--Generate/Regenerate Pay Bill--Select this--Year--Select current Year--Month--Select Current Month--Bill No--Select College Name--Bill Type--Select Pay Bill--finally click on Generate

		<p>After generating the salary bill online click Report--All Reports--Select Current month--Select Current Year--Bill Description--Select College Name--Click on Show Reports--Click on Main Reports--all reports are shown that are required to submit in hardcopy i.e Outer--It shows head wise amount of salary, inner--It show individual staff salary--Broken period-shows LWP cutting of individual staff--Page Wise-It show headwise &amp; Page wise total of salary--Groupwise-It shows Groupwise (i.e.A,B,C &amp; D) &amp; headwise total salary--Bank Statement-Show individual net salary of the staff with their bank account number, bank account name--Aquittance Roll--Shows individual net salary of the staff with deduction other than income tax,P.F., Prof.Tax i.e. LIC of individual staff and net salary after all these deductions--GPF Abstract--show no. of employee with their total amount of GPF. After Main report click on GPF Other than Class IV--Click on JTDE/MUM/GPF--It shows the GPF contribution of Class A &amp; Class C with their name, GPF No, &amp; GPF Amount. Further click on GPF Class IV-Click on JTDE/MUM/GPF--It shows the GPF contribution of Class D with their name, GPF No, &amp; GPF Amount.Click on Other Report--Click on Income Tax--It show individual staff list along with their income tax deduction. For DCPS contribution report cliclck on Reports--DCPS--Form 2 Report (Regular)-- After Clicking this , in Bill Group Select College Name, Month -- Select current salary month, Year--Select Current Financial Year, After all this selection click on Generate Report--It shows DCPS contribution for regular salary month alongwith their DCPS No. Individual staff Name and DCPS Contribution. For Delayed DCPS Contribution Select 2nd Option--Form 2 Report (Delayed)--Same Selection we have to click as we earlierly done It shows DCPS contribution for Delayed month alongwith their DCPS No. Individual staff Name and DCPS Contribution</p>
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
		Preparing the payment cheques of vendors as per the bills given by principal madam
		Accounts to be prepared in Tally ERP 9
		As the Fee Schedule finalized, all subcourse fees is to be checked with Naresh
		Follow up the changes to be made in fees software with Naresh & IT person Viren
		Preparing Accountwise statement to deposit the cash in respective bank account
		Keep a check on subjectwise & classwise Daily Admission Report
		As the collection of fees starts, every challan is feed in Tally Software, the procedure to feed in Tally : 1 step : Sort the receipt amountwise, 2 step : Creat receipt accordingly in tally, 3 step : Create duplicate receipt by Pressing Alt+2 & start feeding the similar amount receipt. In tally receipt didn't feed numberwise.
		Trying to take maximum reports from Tally Software such as
		Receipt of each and every bank account follow the procedure given below :
1	April	Display--Press E i.e. Statement of Inventory--Press S i.e. Statistics--Select receipt--It Shows months while selecting the month is show entire receipt of the month now press F6:Extract--it show Bank Accountwise & Headwise monthly receipt amount.

		To generate fee register in Tally following steps to be followed :
		Display--Press E i.e. Statement of Inventory--Press S i.e. Statistics--Select receipt--It Shows months select the month it shows the entire receipt of the month now press F5:Columnner, It shows for Receipt press enter key for every item, then tally show the entire month fee receipt register, then press ALT+E:Export, it will export the report to excel spreadsheet click on yes, we get entire monthwise fee register in excel
		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash vourcher
		Taking cash book printout of each every above mentioned account, get it signed by madam principal
		Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS
		Check each & every head in tally for Assessment File and Balance Sheet Finalization
		Checking of Lib.Deposit & Caution Money amount
		Year closing entries i.e. 31st March JV passed for respective advance heads
		As soon as the Tax challan received from bank preparing Annexure I - Deductee wise break-up of TDS for Income Tax querterly returns for the month of December, January & February
		Made payment and receipt entries in tally
1	April	Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
		Giving Tax Plan copy to Supervisor of Degree College for staff investment under 80 C and according income tax deduted every month

		For Income Tax Quarter
2	May	Sorting & Labeling work on files
		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online, for the month of May Salary T.A. of Teaching Staff is to be deducted except Principal & Librarian. Change of T.A. should be incorporated in Salary File i.e. Salary Individual-123, also income tax deduction
		To deduct T.A. on salary site following is the path to make necessary changes
		Worklist--Payroll--Emp. Eligibility for Allowances and Deductions--Employee Name--Select the Name of Teaching Staff--Allowances--Transport Allowance--Remove the right arrow--Click on Save
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
		Preparation of Assessment file and Balance Sheet Finalization
		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash voucher
		Taking cash book printout of each every above mentioned account, get it signed by madam principal
2	May	Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS
		Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
3	June	Preparation of Assessment file and Balance Sheet Finalized and take printout
		Preparing Form No. 5 of Salary Assessment and Form No.6 of Non Salary



		Preparing cheques, made payment and receipt entries in tally, prepared the cheque of Municipal Tax Cheque for the whole year.
		Taking Printout of Salary Individual. Sending all the accounts record such as Cash Book, Ledger, Salary Register, Salary Individual for binding
		Taking printout of Form No.16 & giving it to individual staff.
		Make a PDF of Salary Individual Statement and Form No.16 uploading it on DMS
		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash vourcher
		Taking cash book printout of each every above mentioned account, get it signed by madam principal
		Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS
		As the collection of fees starts, every challan is feed in Tally Software
		Keep a track of student strength with fees collected and checking it with fee heads / ledger in Tally Software
		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online, for the month of May Salary T.A. of Teaching Staff is to be deducted as per the opening of college except Principal & Librarian. Change of T.A. should be incorporated in Salary File i.e. Salary Individual-123, also income tax deduction
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
3	June	July Increment working calculation
		OSD Budget working, calculation prepared
		Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
4	July	Preparing cheques, made payment and receipt entries in tally

		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash vourcher
		Taking cash book printout of each every above mentioned account, get it signed by madam principal
		Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS
		As the collection of fees starts, every challan is feed in Tally Software
		Keep a track of student strength with fees collected and checking it with fee heads / ledger in Tally Software
		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online every month
		July Increment working calculation prepared and checked it with online salary Increment statement, same incorported in Salary Individual File
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
		OSD Budget working, calculation prepared, checked with records submitted to Jt. Director
		Assessment file is prepared and submitted to Jt. Director, A.G. Office
		Preparing Form No. 5 of Salary Assessment and Form No.6 of Non Salary
4	July	Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
5	August	Preparing cheques, made payment and receipt entries in tally
		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash vourcher
		Taking cash book printout of each every above mentioned account, get it signed by madam principal

		Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS
		As the collection of fees starts, every challan is feed in Tally Software
		Keep a track of student strength with fees collected and checking it with fee heads / ledger in Tally Software
		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online every month
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
		Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
5	September	Preparing cheques, made payment and receipt entries in tally
		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash voucher
		Taking cash book printout of each every above mentioned account, get it signed by madam principal
		Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS
5	September	As the collection of fees starts, every challan is feed in Tally Software
		Keep a track of student strength with fees collected and checking it with fee heads / ledger in Tally Software
		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online every month
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
		Preparing University Fees statement as per student strength and Santosh check this statement with University Classwise invoice of fees. After this University Fees Mandate Cheque is prepared
		Preparing working and calculation of Supplementary Salary Bill

		Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
6	October & November	Preparing cheques, made payment and receipt entries in tally
		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash voucher
		Taking cash book printout of each every above mentioned account, get it signed by madam principal
		Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS
		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online every month
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
		As soon as the circular from Jt. Director received for submission of supplementary bill final Preparation of Supplementary Salary Bill done take printout as per the formats given by Jt. Director. Arrears statement is to be audited, checked and signed by Auditor and then submitted with Supplementary Bill
6	October & November	Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
7	December	Preparing cheques, made payment and receipt entries in tally
		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash voucher
		Taking cash book printout of each every above mentioned account, get it signed by madam principal
		Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS

		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online every month
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
		As soon as the circular from Jt. Director received for submission of supplementary bill final Preparation of Supplementary Salary Bill done take printout as per the formats given by Jt. Director. Arrears statement is to be audited, checked and signed by Auditor and then submitted with Supplementary Bill
		Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
		For College Budget working, calculation for tentative expenses is done. Each and every expenses head is checked from tally to put accurate budget.
8	January	Preparing cheques, made payment and receipt entries in tally
		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash vourcher
8	January	Taking cash book printout of each every above mentioned account, get it signed by madam principal
		Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS
		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online every month
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
		As soon as the circular from Jt. Director received for submission of supplementary bill final Preparation of Supplementary Salary Bill done take printout as per the formats given by Jt. Director. Arrears statement is to be audited, checked and signed by Auditor and then submitted with Supplementary Bill
		Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
		Tentative budget get it checked by Madam and final printout given to Madam Principal for Yearly Budget Meeting

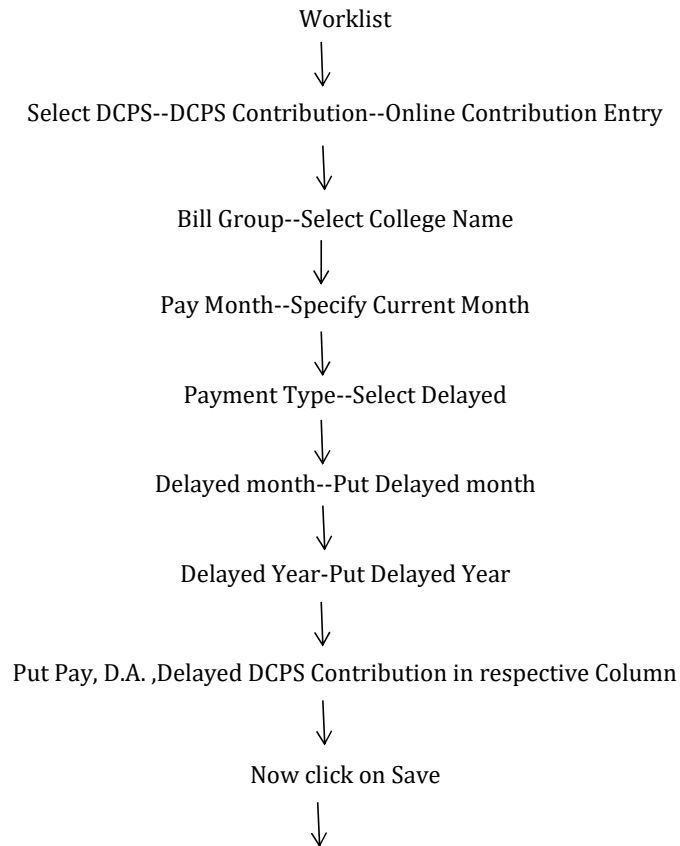
		Writing all advance amount datewise and inform the committee about the same, and follow up with them for the expenses against the advance amount
		Follow up with staff for their investment proofs to be submitted so that final income tax deduction to be done accurately
9	February	Preparing cheques, made payment and receipt entries in tally
		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash vourcher
		Taking cash book printout of each every above mentioned account, get it signed by madam principal
		Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS
		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online every month
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
9	February	As soon as the circular from Jt. Director received for submission of supplimentary bill final Preparation of Supplimentary Salary Bill done take printout as per the formats given by Jt. Director. Arrears statement is to be audited, checked and signed by Auditor and then submitted with Supplimentary Bill
		Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
		Tentative budget get it checked by Madam and final printout given to Madam Principal for Yearly Budget Meeting
		Writing all advance amount datewise and inform the committee about the same, and follow up with them for the expenses against the advance amount
		Follow up with staff for their investment proofs to be submitted so that final income tax deduction to be done accurately
		Follow up with the committees to submit the expenses statement against advance given to committees
		As soon as the accounts department received the final investment proof from the staff, final amount to be put in the Salary individual file and email it to Auditor's Office for investment proof checking with income tax software. Hardcopy file of staff investment proof to be checked with auditor's office for final deduction of income tax.

10	March	Preparing cheques, made payment and receipt entries in tally
		Bank Reconciliation of Non Salary Account 8010, Current Account 2701 (University Fees Account), Current Account 0630 (Fees Account-Non Salary), Current Account 0631 (Fees Account-Salary), Old Salary Account 8009, Salary Account with Bank of Maharashtra 20048903622, NSS account at the end of every month
		Taking printout of Petty Cash from Tally everymonth and kept it for Madam Principal sign alongwith petty cash vourcher
		Taking cash book printout of each every above mentioned account, get it signed by madam principal
		Preparing Monthly Pay Slip File and uploading individual Pay slip on DMS
		For monthly Salary online submission accounts department prepared monthwise files for accurate submission in online every month
		For accuracy in Salary Expenses and Salary Grant, feed all salary head expenses and deduction, and grant monthwise in file Salary reconciliation every month
		As soon as the circular from Jt. Director received for submission of supplementary bill final Preparation of Supplementary Salary Bill done take printout as per the formats given by Jt. Director. Arrears statement is to be audited, checked and signed by Auditor and then submitted with Supplementary Bill
10	March	Preparing Salary Payment Statement and cheque of Non Teaching staff so the salary payment is made to the staff on every month 1st day. Salary statement is mail to Bank on their web site
		Preparing Salary Payment Statement and cheque of Teaching staff as soon the salary grant received for respective month. Salary statement is mail to Bank on their web site
		Tentative budget get it checked by Madam and final printout given to Madam Principal for Yearly Budget Meeting
		Writing all advance amount datewise and inform the committee about the same, and follow up with them for the expenses against the advance amount
		Follow up with staff for their investment proofs to be submitted so that final income tax deduction to be done accurately
		Follow up with the committees to submit the expenses statement against advance given to committees
		After checking of investment proof with auditor's office any staff's income tax deduction were left to be deducted, cheque and challan prepared submitted to SBI

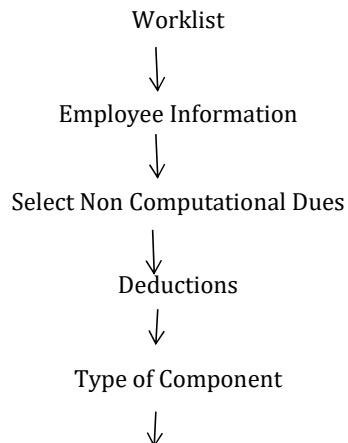
Monthly Salary to be submitted on Salary Online Site, Following Procedure to be followed for Generating monthly Salary

1. Salary Site :                                 htesevaarth.maharashtra.gov.in
2. User Id :                                     06710100141\_AST
3. Password:                                    Passward to be changed every month

While submitting salary 1 step is to put record of delay DCPS contribution, following is the step to feed the contribution



2nd step to put individual staff income tax cutting details, following steps are as follows





Select Deductions



Select Pay Item



Select Income Tax



Bill Group



Select College Name



As soon as selection of college name under Employee Name individual names of the staff came, put the income tax amount in New amount column after putting all the data click on save button



After putting all the data generate the salary bill as per following path



Worklist



Payroll Generation /View



Select Generate/Regenerate Pay Bill



After Generating the Bill check the reports as per your monthly salary working file, to generate reports following is the path



Reports



Select All Reports



Select Current month



Select Current Year



Select Current Year



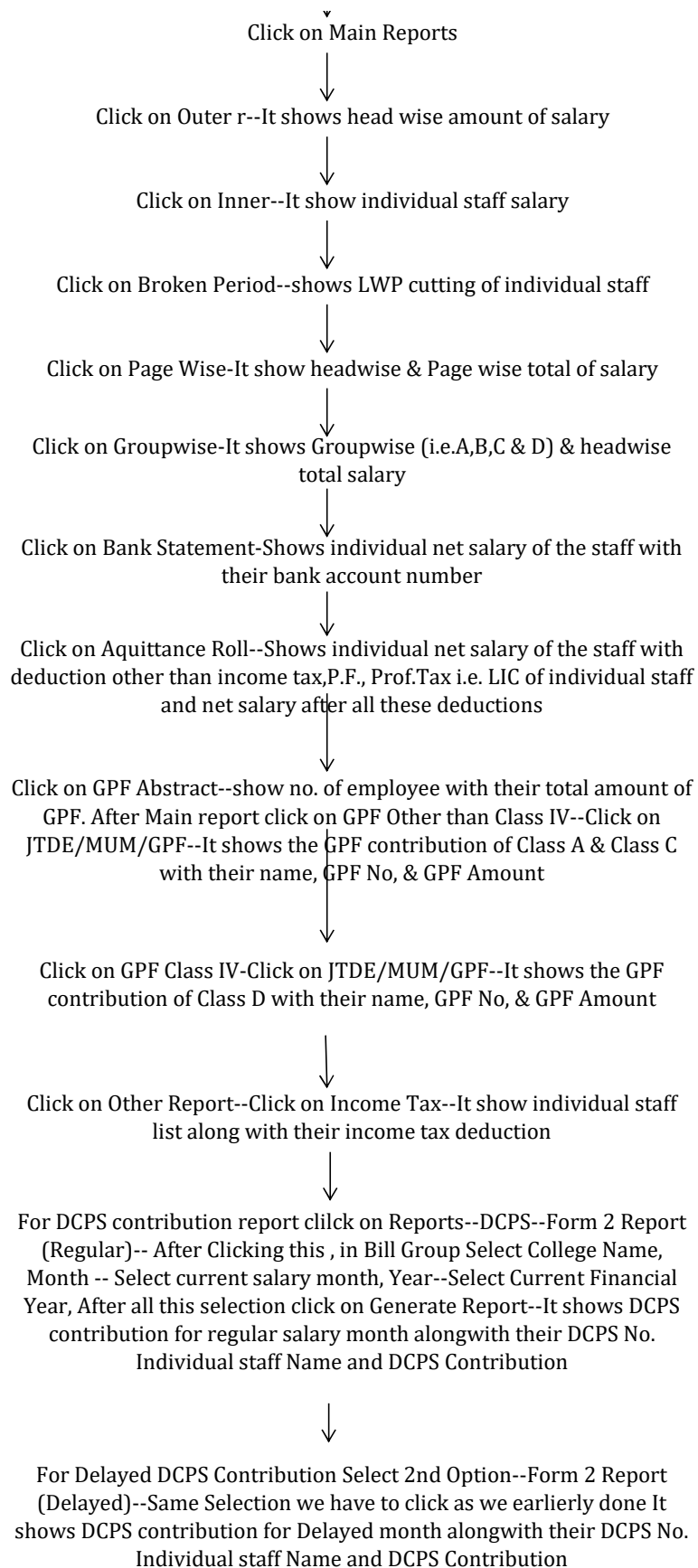
Bill Description



Select College Name

Click on Show Reports





Link : <https://mnwc.edu.in/nirf/>

### National Institutional Ranking Framework

Ministry of Education  
Government of India

Welcome to Data Capturing System: COLLEGE

Submitted Institute Data for NIRF'2022'

Institute Name: Maniben Nanavati Women's College [IR-C-C-44338]

#### Sanctioned (Approved) Intake

Academic Year	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16
UG [3 Years Program(s)]	1620	1620	1782	-	-	-
UG [4 Years Program(s)]	132	68	0	0	-	-
PG [1 Year Program(s)]	33	-	-	-	-	-
PG [2 Year Program(s)]	242	242	-	-	-	-

#### Total Actual Student Strength (Program(s) Offered by Your Institution)

(All programs of all years)	No. of Male Students	No. of Female Students	Total Students	Within State (Including male & female)	Outside State (Including male & female)	Outside Country (Including male & female)	Economically Backward (Including male & female)	Socially Challenged (SC+ST+OBC Including male & female)	No. of students receiving full tuition fee reimbursement from the State and Central Government	No. of students receiving full tuition fee reimbursement from Institution Funds	No. of students receiving full tuition fee reimbursement from the Private Bodies	No. of students who are not receiving full tuition fee reimbursement
UG [3 Years Program(s)]	0	1044	1044	1026	17	1	0	36	5	31	0	0
UG [4 Years Program(s)]	0	9	9	8	1	0	0	2	1	0	0	1
PG [1 Year Program(s)]	0	5	5	4	1	0	0	1	0	0	0	1
PG [2 Year Program(s)]	0	171	171	167	2	2	0	4	0	0	0	4

#### Placement & Higher Studies

##### UG [3 Years Program(s)]: Placement & higher studies for previous 3 years

Academic Year	No. of first year students intake in the year	No. of first year students admitted in the year	Academic Year	No. of students graduating in minimum stipulated time	No. of students placed	Median salary of placed graduates(Amount in Rs.)	No. of students selected for Higher Studies
2016-17	540	399	2018-19	229	8	126000(One Lakh Twenty Five Thousand)	53
2017-18	540	405	2019-20	279	3	120000(One Lakh Twenty Thousand)	29
2018-19	1782	422	2020-21	290	0	0(Zero)	35

##### UG [4 Years Program(s)]: Placement & higher studies for previous 3 years

Salaries (Teaching and Non Teaching staff)	50120660 (Five Crore One Lakh Twenty Thousand Six Hundred Sixty Rupees)	45416186 (Four Crore Fifty Four Lakh Sixteen Thousand One Hundred Eighty Six Rupees)	47029675 (Four Crore Seventy Lakh Twenty Nine Thousand Six Hundred Seventy Five Rupees)
Maintenance of Academic Infrastructure or consumables and other running expenditures(excluding maintenance of hostels and allied services,rent of the building, depreciation cost, etc)	5020057 (Fifty Lakh Twenty Thousand Fifty Seven Rupees)	7717555 (Seventy Seven Lakh Seventeen Thousand Five Hundred Fifty Five Rupees)	13452182 (One Crore Thirty Four Lakh Fifty Two Thousand One Hundred Eighty Two Rupees)
Seminars/Conferences/Workshops	133990 (One Lakh Thirty Three Thousand Nine Hundred Ninety Rupees)	97049 (Ninety Seven Thousand Forty Nine Rupees)	425133 (Four Lakh Twenty Five Thousand One Hundred Thirty Three Rupees)

**PCS Facilities: Facilities of physically challenged students**

1. Do your institution buildings have Lifts/Ramps?	Yes, less than 40% of the buildings
2. Do your institution have provision for walking aids, including wheelchairs and transportation from one building to another for handicapped students?	Yes
3. Do your institution buildings have specially designed toilets for handicapped students?	Yes, less than 40% of the buildings

**Faculty Details**

Srno	Name	Age	Designation	Gender	Qualification	Experience (In Months)	Currently working with institution?	Joining Date	Leaving Date	Association type
1	Dr Rita Patil	56	Associate Professor	Female	Ph.D	408	Yes	21-06-1993	—	Regular
2	Dr Twinkle Sanghavi	45	Assistant Professor	Female	Ph.D	262	Yes	01-09-1999	—	Regular
3	Dr Sejal Shah	46	Associate Professor	Female	Ph.D	239	Yes	09-08-2001	—	Regular
4	Dr Cicilia Chettiar	45	Assistant Professor	Female	Ph.D	203	Yes	06-08-2004	—	Regular
5	Ms Shama Chavan	42	Assistant Professor	Female	NET	162	Yes	05-01-2008	—	Regular
6	Ms Geeta Varun	39	Assistant Professor	Female	NET	162	Yes	11-01-2008	—	Regular
7	Dr Ravindra Kalyayan	53	Assistant Professor	Male	Ph.D	145	Yes	26-06-2009	—	Regular
8	Ms Premna Ramteke	50	Assistant Professor	Female	NET	144	Yes	01-07-2009	—	Regular
9	Dr Anuja Deshpande	38	Assistant Professor	Female	Ph.D	168	Yes	09-07-2012	—	Regular
10	Dr Reekha Kaklotar	49	Assistant Professor	Female	Ph.D	108	Yes	10-07-2012	—	Regular
11	Ms Rita Chandarana	40	Assistant Professor	Female	NET	84	Yes	24-07-2014	—	Regular
12	Dr Swati Pariani	42	Assistant Professor	Female	Ph.D	58	Yes	07-09-2016	—	Regular
13	Dr Shoma Chakrawarty	32	Assistant Professor	Female	Ph.D	8	Yes	01-08-2019	—	Adhoc / Contractual
14	Ms Yuli Chandan	34	Assistant Professor	Female	SET	10	Yes	06-12-2018	—	Adhoc / Contractual
15	Ms Annabel Rebello	30	Assistant Professor	Female	M.A	10	Yes	12-06-2018	—	Adhoc / Contractual
16	Ms Sharon Samuel	26	Assistant Professor	Female	M.COM	10	Yes	21-06-2018	—	Adhoc / Contractual
17	Ms Shaheen Khan	29	Assistant Professor	Female	M.COM	10	Yes	12-06-2018	—	Adhoc / Contractual
18	Ms Vaishali Randive	49	Assistant Professor	Female	M.Sc.	10	Yes	12-06-2018	—	Adhoc / Contractual
19	Ms Pranaya Revankar	38	Assistant Professor	Female	M. Phil	10	Yes	12-07-2008	—	Adhoc / Contractual
20	Ms Snehal Obhan	28	Assistant Professor	Female	NET	10	Yes	06-12-2018	—	Adhoc / Contractual

21	Ms Jyotsana Raut	32	Assistant Professor	Female	NET	10	Yes	06-12-2018	--	Adhoc / Contractual
22	Ms Sakoni Mehta	32	Assistant Professor	Female	SET	10	Yes	06-12-2018	--	Adhoc / Contractual
23	Dr Rajshree Trivedi	55	Dean / Principal / Director / Vice Chancellor	Female	Ph.D	332	Yes	03-08-1993	--	Regular
24	Dr Sunita Sharma	60	Professor	Female	Ph.D	456	Yes	09-07-1983	--	Regular
25	Ms Trupli Sabharanjak	49	Assistant Professor	Female	M. Phil	312	No	20-07-1995	31-05-2020	Other
26	Ms Shobha Dighe	54	Assistant Professor	Female	LLM	300	No	20-06-1996	31-08-2020	Other
27	Dr Preeti Joshi	48	Assistant Professor	Female	Ph.D	10	No	01-07-2020	30-10-2020	Adhoc / Contractual
28	VANETTA RODRIGUES	25	Assistant Professor	Female	M.A	12	Yes	01-07-2020	--	Adhoc / Contractual
29	Aalisha Khan	26	Assistant Professor	Female	M.A	10	Yes	01-07-2020	--	Adhoc / Contractual
30	Susan Ashokan	26	Assistant Professor	Female	M.A	12	Yes	01-07-2020	--	Adhoc / Contractual
31	Mairi Dedhia	25	Assistant Professor	Female	M.A	12	Yes	01-07-2020	--	Adhoc / Contractual
32	Nyamat Chadha	27	Assistant Professor	Female	M.A	12	Yes	01-07-2020	--	Adhoc / Contractual
33	Neha Bhansali	37	Assistant Professor	Female	M.A	12	Yes	01-07-2020	--	Visiting
34	Neethu Pillai	30	Assistant Professor	Female	M.Sc.	11	Yes	01-07-2020	--	Adhoc / Contractual



Government of India  
Ministry of Education  
Department of Higher Education  
Statistics Division  
New Delhi

# Certificate



**Reference No.** C-44338-2021

This is to certify that Dr.(Mrs.)Rita Patil of Maniben Nanavati Women's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2021-2022.

*R.Rajesh*

( Shri R. Rajesh )

Deputy Director General

**Dated:** 03/01/2023

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9	Twinkle Sanghavi	21-02-2024	Pay Slips	<a href="#">9-206.pdf</a> 33.98 KB	

Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7<sup>th</sup> Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

**GOVERNMENT OF MAHARASHTRA**  
**Higher & Technical Education Department**  
**Government Resolution No. Misc-2018/C.R.56/18/UNI-1**  
Mantralaya Annex, Mumbai – 400 032  
Date: 08 March, 2019

- Read:-**
1. Government Resolution, Higher and Technical Education Department No. NGC-2009/ (243/09)-Uni.1, dated 12<sup>th</sup> August, 2009.
  2. Government of India MHRD letter No. 1-7/2015-U.II (1), dated 2<sup>nd</sup> November, 2017.
  3. Government of India MHRD letter No. Corrigendum F.No.1-7/2015-U.II (1), dated 8<sup>th</sup> November, 2017.
  4. Government of India MHRD letter No. 1-4/2017-U.II, dated 28<sup>th</sup> January, 2019.
  5. UGC letter No. F.No.23-4/2017 (PS), dated 31<sup>st</sup> January, 2018.
  6. The Gazette of India: Extraordinary, Part III-Section 4, dated 18<sup>th</sup> July, 2018.
  7. The Maharashtra Public University Act, 2016

**Preamble:-**

University Grants Commission vide its letter dated 31<sup>st</sup> January, 2018 mentioned that the Government of India MHRD, Department of Higher Education, New Delhi vide its letter dated 2<sup>nd</sup> November 2017 regarding revision of 7<sup>th</sup> Pay of teachers and equivalent orders in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7<sup>th</sup> Central Pay Commission and to say that the State Government may take action to adopt the Government of India's scheme for State Universities and colleges.

The revision of Pay Scales of teachers and equivalent academic staff shall be subject to provisions of the scheme of revision of Pay scales as contained in letter dated 2<sup>nd</sup> November, 2017 and regulation issued by UGC dated 18<sup>th</sup> July, 2018 and amendments thereof from time to time in this behalf.

**Resolution:**

The question of implementing scheme of revisions of pay scales of universities and college teachers as per letter No. 1-7/2015-U.II (1), Government of India, Ministry of Human Resource Development, Department of Higher Education, dated 2.11.2017, and other relevant guidelines and notifications issued by University Grants Commission (UGC regulations on Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and Measures for the maintenance of standards in Higher Education, 2018), dated 18.7.2018 (in short "UGC Regulations, 2018") was under considerations of State Government. After considering all the aspects, the state government has decided to implement and revise pay scales and terms and conditions of services as detailed below:

**1.0. Coverage**

The revised pay scales and other measures to the improvement of standards in Higher Education are applicable to all categories of full-time teachers/librarians/Director of Physical Education employed by the non-Agricultural Universities, National Law Universities, Deemed to be Universities, non-Government aided/unaided Colleges, in the faculties of Arts, Science, Commerce, Humanities, Law, Education, Social Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communications, Music, Performing Arts, Visual Arts, Other traditional Indian Art forms like Sculpture, etc., Drama and Yoga, etc., in the State, Government Institutes and Colleges.

However, unaided colleges/unaided institutes/unaided deemed to be Universities/Private Universities/Open Universities will not be entitled for any financial assistance from the State Government and similarly in case of aided institutes the Government assistance will only be limited to the posts approved by the Government from time to time.

The revised scales are not applicable to teachers who retired on or before 31<sup>st</sup> December 2015 and who worked on re-employment on that date, including those whose period of re-employment was extended after that date.

The revised scales are not applicable to the Accompanists, Coaches, Tutors and Demonstrators.

**2.0. Date of Implementation**

The date of implementation of the revised pay shall be 1<sup>st</sup> January, 2016, and the date of implementation of terms and conditions shall be the date of issue of these Rules.

**3.0. Designation**

There shall be only three designations in respect of teachers in colleges, namely, Assistant Professors, Associate Professors and Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel.

There shall be only four designations in respect of teachers in Universities, namely, Assistant

Professors, Associate Professors, Professors and Senior Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel up to Deputy Librarian/ Assistant Librarian (Selection Grade) and Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade) respectively. However, University Librarian is re-designated as Director, Knowledge Resource Center and University Director of Physical Education & Sports is re-designated as Director of Sports & Physical Education.

**4.0. Recruitment and Qualifications**

- 4.1. The direct recruitment to the posts of Assistant Professor in Colleges and Assistant Professor, Associate Professor, Professor and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Rules. These provisions shall be incorporated in the statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Rules.
- 4.2. The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Director, Knowledge Resource Center, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports, Director of Physical Education and Sports, and Director of Sports & Physical Education shall be as specified by the UGC in its regulations and accepted by State Government time to time.
- 4.3. I. The National Eligibility Test (NET) or State Eligibility Test (SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in UGC Regulations, 2018.
- Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET /SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.
- Provided* further that the award of degree to candidates registered for the M. Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D.

candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars/sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

*The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*

II. The clearing of NET/SET shall not be required for candidates in such disciplines for which NET/SET has not been conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions in such disciplines wherever provided in UGC Regulations, 2018.

4.4. A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

4.5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

4.6. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

- 4.7. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 4.8. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 4.9. The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 4.10. The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.
- 4.11. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Regular faculty members up to twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

**4.12. Qualifications**

No person shall be appointed to the post of University and College teacher, Librarian, Director, Knowledge Resource Center, Director of Physical Education and Sports or Director of Sports & Physical Education, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of UGC Regulations, 2018.

**5.0. Direct Recruitment**

**5.1. For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.**

**I. Assistant Professor in Colleges and Universities**

**Eligibility (A or B):**

**A.**

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

**Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law universities Affiliated Colleges, Government Colleges/Institutions as per 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in Higher Education 2018.**

**GOVERNMENT OF MAHARASHTRA  
Higher & Technical Education Department  
Government Resolution No: Misc-2309/C.R.128/UNI-1  
Mantralaya Annex, Mumbai- 400 032.  
Dated- 05 March, 2024.**

**Read:**

1. Government Resolution, Higher and Technical Education Department No. NGC-2009/ (243/09)-Uni. 1, dated 12<sup>th</sup> August, 2009.
2. Government of India MHRD letter No. 1-7/2015-U.II (1), dated 2<sup>nd</sup> November, 2017
3. Government of India MHRD letter No. Corrigendum F.No.1-7/2015-U.II (1), dated 8<sup>th</sup> November, 2017.
4. Government of India MHRD letter No. Corrigendum F.No.1 7/2015-U.II (1), dated 8<sup>th</sup> November, 2017.
- 5.UGC letter No. F.No.23-4/2017 (PS), dated 31st January, 2018
6. The Gazette of India: Extraordinary, Part III-Section 4, dated 18<sup>th</sup> July, 2018
7. The Maharashtra Public University Act, 2016
8. Government Resolution, Higher and Technical Education Department No. MISC-2018/C.R.56/18/UNI-1 dated 08<sup>th</sup> March, 2019
9. Government Corrigendum, Higher and Technical Education Department No. MISC-2018/C.R.56/18/UNI-1 dated 10<sup>th</sup> May, 2019.
10. The Gazette of India: Extraordinary, Part III-Section 4, dated 30<sup>th</sup> June, 2023.
11. The Gazette of India: Extraordinary, Part III-Section 4, dated 31<sup>st</sup> July, 2023.

**Preamble:-** Government has implemented recommendations of University Grants Commission of 7<sup>th</sup> pay commission as well as minimum qualifications for appointment in respect of teachers in Non Agricultural Universities and affiliated colleges vide Government Resolution dated 8<sup>th</sup> March,2019. University Grants Commission vide its notifications dated 30.06.2023 and 31.07.2023 has made amendments in minimum qualifications for appointments of teachers in Universities and affiliated colleges. It was under consideration of the Government to implement these amendments in respect of teachers in non agricultural Universities and affiliated colleges.Accordingly following amendments and additions are being issued.

**Resolution:-**

1. “NET/SET/SLET shall be the minimum criteria for the direct recruitment to the post of Assistant Professor for all Higher Education Institutions”

Sr N.	Para	Particulars in G.R.dated 8.3.2019	Amendment
1.	4.12	No person shall be appointed to the post of University and College teacher, Librarian, Director Knowledge Resource Centre, Director of Physical Education and Sports or Director of Sports and Physical Education, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of UGC Regulations 2018.	No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of the institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in these Regulations.
2.	7.3 VI (iii)	The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.	The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be effected either from 1st January or 1st July depending on the date of eventual assessment, as detailed below:  If the eventual assessment is between 1st January and 30th June of a year, the promotion shall be granted from 1st July of the year.  If the eventual assessment is between 1st July and 31st December of a year, the promotion shall be granted from 1st January of next year.
3.	7.3 VIII	The requirement for Orientation Course and Refresher Course for promotion due under the CAS shall not be mandatory up to 31 st December 2018.	Wherever the requirement of the Orientation Course (OC)/Refresher Course (RC) has remained incomplete, the promotions would not be held up, but these requirements should be fulfilled by 31st December 2023 or as notified by the Commission from time



			to time. Precautions should be taken to not to give promotions with retrospective effect any case.
4.	Sr.No.3 Under Table 3A	M.Phil.	M.Phil/ LLM /M.Tech/ M.Arch/ M.E./ M.V.Sc./M.D etc.
5.	Sr.No. D under the category of Note below Table 3 A	-	SLET/ SET score shall be valid for appointment in respective State university/ Colleges/ Institutions only.
6.	Sr.No.3 under Table 3B	M.Phil	M.Phil/ LLM /M.Tech/ M.Arch/ M.E./ M.V.Sc./M.D etc.

2. This Government Resolution is being issued in accordance with the approval of Finance Department by its unofficial reference no.1137/Exp-5,dated 03.01.2024

This Government Resolution of Maharashtra Government is available at the website [www.maharashtra.gov.in](http://www.maharashtra.gov.in). Reference no. for this is 202403051829241608 This resolution has been signed digitally.

By order and in the name of the Governor of Maharashtra.

**SANDESH  
RAJARAM UTEKAR**

Digitally signed by SANDESH RAJARAM UTEKAR  
DN: c=IN, o=GOVERNMENT OF MAHARASHTRA, ou=HIGHER AND TECHNICAL EDUCATION DEPARTMENT, 2.5.4.20=009789e9fe23fde06096381e43bebecd32b5c692c899745e7d89d805005a87, postalCode=400032, st=Maharashtra, serialNumber=A98DB55C25ABAA2B7FE0A5F9C090F310D08C3FA1A1AF8D527E486E2673087F8C, cn=SANDESH RAJARAM UTEKAR  
Date: 2024.03.05 18:38:39 +05'30'

( S. R. Utekar )

**Section Officer to Government**

**To,**

1. The Secretary to the Governor Raj Bhavan, Malabar Hill, Mumbai,
2. The principal Secretary to the Chief Minister,
3. The Secretary to the Deputy Chief Minister (Home)
4. The Secretary to the Deputy Chief Minister (Finance)
5. The Secretary to the Government of India, MHRD (Department of Education New Delhi),
6. The Secretary to University Grant Commission, New Delhi,
7. The Private Secretary to the Minister, Higher and Technical Education,
8. The Director, Higher Education, Maharashtra State, Pune,
9. All Regional Joint Director of Higher Education,
10. The Registrar of all Non-Agricultural Universities,

11. The Account General (Accounts) Maharashtra-I and II, Mumbai and Nagpur,
12. The Account General (audit), Maharashtra-I and II, Mumbai and Nagpur,
13. The pay and Account Officer Mumbai,
14. All District Treasury Officer,
15. The planning Department, Mantralaya, Mumbai,
16. The Finance Department, Mantralaya, Mumbai,
17. The personal Assistant to the Chief Secretary,
18. All Desk Officer, Higher and Technical Education Department,
19. The Director General of Information & Publicity, Mumbai (with request to issue a suitable press note and send 25 copies to the Department.
20. Select file UNI-1.



# 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

## APPOINTMENTS AND RESIGNATIONS / RETIREMENTS/ SUPERANNUATION - POLICIES & PROCEDURES

Maniben Nanavati Women's College is a Gujarati Linguistic Minority institution. This Policy statement is a document to ensure a fair and transparent mechanism for the Appointments of Principal, Teaching and Non-Teaching Staff Members of the College. The College has a well-defined policy and set procedures for the appointments of Staff:

### 1. Appointment of Principal:

#### 1.1. Policy-

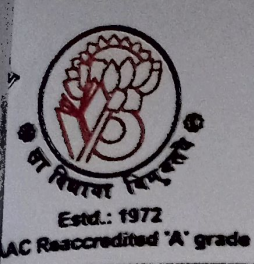
The Appointment of Principal falls under the norms of Grant-in-Aid section. The Eligibility Criteria prescribed by UGC , University Statutes and terms and conditions laid by Joint Director's Office, Department of Higher Education to be followed. To select the most dedicated, innovative, target oriented, compassionate person for the post.

#### 1.2 . Procedure-

- 1.2.1 NOC to be obtained from Joint-Director's Office.
- 1.2.2 The post to be sanctioned.
- 1.2.3 Advertisement to be approved by University.
- 1.2.4 Advertisement to be published in two newspapers- English and Marathi.
- 1.2.5 Selection Committee to be formed as per rules.
- 1.2.6 Screening Committee of API to be conducted.
- 1.2.7 Interviews to be conducted.
- 1.2.8 Offer letter to be accepted by the selected candidate.
- 1.2.9 Confirmation after the Probation period.
- 1.2.10 Re-appointment after the completion of 5 years tenure to be done, if decided by the management.

#### 1.3 . Eligibility Criteria-

- 1.3.1 Since the College is a Gujarati Linguistic Minority institution, candidates from Open as well as Reserved categories can apply.
- 1.3.2 Ph.D. degree
- 1.3.3 Professor/ Associate Professor with a total service/ experience of at least
- 1.3.4 Fifteen years of teaching/research in Universities, Colleges and other
- 1.3.5 institutions of higher education
- 1.3.6 A minimum of 10 research publications in peer-reviewed or UGC-listed journals
- 1.3.7 A minimum of 110 Research Score
- 1.3.8 Tenure



# MANIBEN NANAVATI WOMEN'S COLLEGE

BEST COLLEGE 2018-2019 Awarded by SNTD 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 6198

E-mail : mnwcollege@hotmail.com • Website : www.mnwo-sndt.org

Chairman Mg. Committee  
Dr. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

1.3.9 A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these Rules.

## 2. Appointments of Teachers in Grant-in-Aid Section:

### 2.1 Policy-

To appoint capable, qualified, dedicated, result-oriented, progressive and compassionate individuals. NOC to be obtained for Grant-in-Aid section posts from department of Higher Education.

### 2.2 Procedure For Appointment of Teachers in Grant-in-Aid Sections-

2.2.1 NOC to be obtained from Joint-Director's Office.

2.2.2 The post to be sanctioned.

2.2.3 Advertisement to be approved by University.

2.2.4 Advertisement to be published in two newspapers- English and Marathi.

2.2.5 Selection Committee to be formed as per ruScreening Committee of API to be conducted.

2.2.6 Interviews to be conducted.

2.2.7 Offer letter to be accepted by the selected candidates.

2.2.8 Confirmation after the Probation period.

### 2.3 Eligibility Criteria for Appointment of Teachers in Grant-in-Aid sections-

2.3.1 Good academic records with at least 55% of marks or an equivalent grade where grading system is practiced at the Master's degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University.

2.3.2 Besides fulfilling the above qualification, the candidate should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC like SLET/SET.

2.3.3 Holders of Ph.D degrees as on the date of Notification of these Regulations, along with those candidates who are awarded a Ph.D. Degree through a process of admission, registration course work and external evaluation as laid down in the UGC (Minimum Standards and Procedures for award of M.Phil./Ph.D. Degree), Regulations, 2009 and so adopted by the University, shall be exempted from NET/SLET/SET.

2.3.4 NET/SLET/SET SHALL ALSO NOT BE REQUIRED FOR SUCH Masters Programmes in discipline subject to the conditions stipulated in UGC Regulations.

2.3.5 Pay Band of Rs. 15600-39100+AGP 6000

2.3.6 A relaxation of 5% may be provided, from 55% of the marks at the master's level for the SC / ST category.



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Principal  
Dr. (Mrs.) Rajshree Trivedi

- 2.3.7 A relaxation of 5% may be provided, from 55% of the marks to the Ph.D. degree holders who have passed their master's degree prior to September 19, 1991.
- 2.3.8 A relaxation of 5% from 55% of marks at the master's level may be provided to the physically and visually handicapped persons.
- 2.3.9 For the open posts candidates from backward classes as well as physically challenged persons can also apply.
- 2.3.10 The reservation for women and physically challenged person shall be as per govt. Of MAH. Rule.
- 2.3.11 PAY SCALE:- As per the UGC. and Govt. Of Maharashtra

### 3. Appointment of Teachers in Self-Financed Sections-

#### 3.1 Policy -

To appoint capable, qualified, dedicated, result-oriented, progressive and compassionate individuals. The approval for teachers to be taken from University for teachers teaching in programmes that run on Yearly Affiliation.

#### 3.2 Procedures for Appointment of Teachers in Self-Financed Sections

- 3.2.1 Advertisement to be approved by University.
- 3.2.2 Applications to be screened on the basis of bio-data.
- 3.2.3 Selection Committee to be formed as per the University guidelines.
- 3.2.4 Interviews to be conducted.
- 3.2.5 Offer letters to be accepted by the selected candidates.

#### 3.3 Eligibility Criteria for Appointment of Teachers in Self-Financed sections

- 3.3.1 Good academic records with at least 55% of marks or an equivalent grade where grading system is practiced at the Master's degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University.
- 3.3.2 Besides fulfilling the above qualification, the candidate should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC like SLET/SET.
- 3.3.3 Holders of Ph.D degrees as on the date of Notification of these Regulations, along with those candidates who are awarded a Ph.D. Degree through a process of admission, registration course work and external evaluation as laid down in the UGC (Minimum Standards and Procedures for award of M.Phil./Ph.D. Degree), Regulations, 2009 and so adopted by the University, shall be exempted from NET/SLET/SET.
- 3.3.4 NET/SLET/SET SHALL ALSO NOT BE REQUIRED FOR SUCH Masters Programmes in discipline subject to the conditions stipulated in UGC Regulations.



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3.3.5 Since the College is a Gujarati Linguistic Minority institution, candidates can apply from Open as well as Reserved Categories.

3.3.6 **PAY SCALE:-** As per the management policy which is : Up to Rs. 50,000/- per month for teachers having NET/SLET cleared and Ph.D. degree holder; Upto Rs. 25,000/- per month for teachers who have not cleared NET/SLET exams

## 4 Appointment of Administrative & Support Staff in Grant-in -Aid sections:

### 4.1 Policy-

To appoint efficient, skilled and qualified individuals who are ready to work in teams in a tech-savvy environment.

### 4.2 Procedure for Appointment of Administrative & Support Staff in Grant-in Aid Sections:

- 4.2.1 NOC to be obtained from Joint-Director's Office.
- 4.2.2 The post to be sanctioned.
- 4.2.3 Advertisement to be approved by University.
- 4.2.4 Advertisement to be published in two newspapers- English and Marathi
- 4.2.5 Interviews to be conducted.
- 4.2.6 Offer letter to be accepted by the selected candidates.
- 4.2.7 Confirmation after the Probation period.
- 4.2.8 Pay Band-As per the Maharashtra State Government norms.

### 4.3. Eligibility Criteria for Appointment of Administrative & Support Staff in Grant-in-Aid section:

#### 4.3.1 For Group-C post Qualifications are:

- A Bachelor's Degree
- Speed in English Typing 40 w.p.m & Marathi Typing 30 w.p.m
- MS-CIT or Proficiency in Computer Operations
- Experience in Administration/ Accounts / Academic matters.
- Capacity to work in a fully computerized environment.
- Appointment Age Limit: For Open Category 38 Years

#### 4.3.2 For Support Staff:

- Minimum qualifications till SSC or its equivalent.
- Well-built, sturdy and hardworking personnel
- Able to operate gadgets and equipment
- Compassionate and able to work in teams.



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Principal  
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## 5. Appointment of Administrative & Support Staff in Self-Financed sections-

### 5.1 Policy-

To appoint efficient, skilled and qualified individuals who are ready to work in teams in a tech-savvy environment.

### 5.2 Procedure for Appointment of Administrative & Support Staff in Self-Financed Sections:

- 5.1.1 Applications invited from candidates belonging to any categories
- 5.1.2 Interviews to be conducted.
- 5.1.3 Offer letter to be accepted by the selected candidates.
- 5.1.4 Confirmation after the Probation period.
- 5.1.5 Pay Band-As per the Management policy of up to Rs. Twenty Five Thousand per month and more depending upon the skill sets, aptitude and efficiency.

### 5.3. Eligibility Criteria for Appointment of Administrative & Support Staff :

#### 5.3.1 For Group-C post Qualifications are:

- A Bachelor's Degree
- Speed in English Typing 40 w.p.m & Marathi Typing 30 w.p.m
- MS-CIT or Proficiency in Computer Operations
- Experience in Administration/ Accounts / Academic matters.
- Capacity to work in a fully computerized environment.
- Appointment Age Limit: For Open Category 38 Years

#### 5.3.2 For Support Staff:

- Minimum qualifications till SSC or its equivalent.
- Well-built, sturdy and hardworking personnel
- Able to operate gadgets and equipment
- Compassionate and able to work in teams.

## 6 Joining Procedures for all Employees:

- 6.1 To submit to authorities all original documents for verification.
- 6.2 To be given the Code of Conduct documents.
- 6.3 The Principal to be given the document of Roles and Responsibilities.
- 6.4 Teachers to be given Faculty Log book and SOP of the department.
- 6.5 Non-Teaching Staff to be given the SOP, roles and responsibilities.



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Principal  
Dr. (Mrs.) Rajshree Trivedi

## 7 Resignations/ Retirement/Superannuation:

### a. Retirement Age:

Sr. College Teaching Staff – 60

Admin Staff– 58

Class IV Staff – 60

Jr. College Teaching Staff – 58

b. For Principal and Teaching Staff, a period of 90 days before resignation to be kept as notice-period.

For Grant-in-Aid Non-teaching Staff, 90 days notice period.

c. Principal to hand over all documents, keys, cash etc before the completion of notice period of resignation.

d. Teachers to hand over the check-list of documents before the completion of notice -period.

e. Non-Teaching staff -self financed sections to give hand over all the files, papers, computers, printers, scanners etc before the resignation.

f. Grant-in Aid section can opt for Voluntary Retirement Services as per the norms of. Joint-Director's Office.

g. Principal's tenure is of 5 years. Retirement age as per the norms prescribed by the Joint-Director's Office.

h. Superannuation for Teaching Staff at the age of 60.

i. Superannuation of Non-Teaching staff at the age of 58.

Date:

Signed By:

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

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





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Principal

Dr. (Mrs.) Rajshree Trivedi

"A teacher presents the past, reveals the present and creates the future"

## CODE OF CONDUCT FOR GRANT IN AID TEACHERS

1. The minimum working hours for a full time degree college teacher is at least FIVE AND HALF hours daily from Monday to Saturday on working days from 7.30 am to 1.00 pm.
2. Please note that Post Graduate teaching, Research, professional development, other professional commitments other than those of the college have to be done after 1.00 pm only on college working days.  
Teachers involved in Ph.D or other major or minor research may be granted some relief depending upon the prevailing circumstances . In such cases, teachers should provide sufficient proofs for the work.
3. If one needs to come late or leave early, prior special permission must be taken from the Head of Department (HOD) and Vice Principal. In case the Vice principal is absent, permission has to be taken from the Principal.
4. It may be noted that the Vice Principal and Principal have the authority to refuse this permission.
5. Please note that teachers may be required to work beyond the official timings for college activities. If so, HODs and Teachers in-charge of committees are requested to inform their colleagues in advance.
6. A photo identification card is issued to all employees.
7. In June every year, the details of the investments one is going to make should be given in writing to the Principal.
8. At the end of March, one should submit proofs of the investment documents directly to the office Accountant.

ANY QUERY RELATED TO CAREER ADVANCEMENT SCHEME, FIXATION ETC MAY BE DISCUSSED WITH PRINCIPAL.

9. LEAVE IS NOT A MATTER OF RIGHT BUT A PRIVILEGE  
A teacher is entitled to 15 days Casual Leave during the academic year. Part time teachers are entitled to 7 days Casual Leave.
10. A teacher is entitled to maximum of 30 days of Duty Leave which includes on duty, seminar/conference participation, examination work or any assigned work by University as per UGC norms.
11. Permission for casual leave should be obtained at least one day before the day from which casual leave is required. Permission must be taken from the HOD and the vice principal (or Principal). Planned leave should be applied a week in advance.
12. The employee cannot take more than 3 days casual leave at a time.
13. Any teacher interested in attending a Seminar/Workshop/Talk/Any Event/Refresher Course/Orientation Course must obtain prior permission BEFORE APPLYING for the same.
14. Teachers should maintain a record of all their leaves in their Faculty Log Books. The concerned HOD or Vice principal must be kept informed.
15. A report of the activity attended when DL is taken has to be submitted to the Vice principal within 2 days. A photo of the activity if possible should be given to IQAC co-ordinator.



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Management Committee  
Himadri S. Nanavati

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16. LEAVE CARDS must be filled and signed by the concerned HOD and Vice principal within one week from the date of joining duty. The leave cards are kept with the vice principal. Kindly update your LEAVE CARDS immediately after re-joining.
17. Every teacher is entitled to 10 days SICK LEAVE every year. Teachers have to fill a sick leave form and a medical Certificate from a recognized, qualified medical practitioner must be attached to the form.
18. Rules for 'Duty Leave' – Actual Days of the Seminar/ Conference +2 days prior and 2 days after.
  - Written applications along with the Invitation Letter/ Acceptance of Paper etc. must be submitted to the PRINCIPAL, for approval of leave prior to attending the seminar, conference etc.
  - 1 International Seminar (3+4=7)
  - 1 National Seminar (2+4=6)
19. Copy of Invitation Letter, Acceptance of Paper, Details & Proof of Travel, Report (One Page) and Certificate to be submitted to the Vice principal within one week of re-joining.
20. 'On Duty Leave' means any work done for Department, College or University BOS/Academic Council/ Faculty Meeting, Paper Setting, Examination, Syllabus Workshops, Yuva Mahotsav, Vigilance, Tours & Visits/ Picnics, Ph.D. Viva, School initiative, Any other (discretion of the Principal).
21. Do not use Laptop & Mobile Phones for personal work during lectures.
22. Kindly avoid taking lectures during Recess timings.
23. Please take a written note and appointment letter from the student seeking tie concession for employment and/ or other personal reasons. If any student fails to submit a written note and appointment letter she will be considered as Defaulter Student.
24. Please inform other colleagues about any event organized especially if it involves student missing lectures.
25. For further details regarding rules kindly read the manual. (Kept with the Vice principal)
26. Three late marks (after 7.30 am) will be considered by 1 CL.
27. In case of any queries, kindly contact Vice Principal or Principal.
28. Let's be professional and be highly committed to give the best for the growth and development of the institution.

Dr. (Mrs.) Rajshree P. Trivedi  
Principal

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



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## SCHOLARSHIPS & AWARDS POLICIES AND PROCEDURES

The Management of the College is fully conscious and devoted to playing the role of a patron and facilitator for the development, growth and welfare of students and staff to ensure that they avail the maximum facilities offered by the College. Students from economically disadvantage background form a major section of the college strength. Financial support to them in the form of fee-waiver, concession and need based scholarships is extended. Merit Based Scholarships are offered to students performing well in academics. There is a formal system for processing applications for scholarships.

Appreciation and recognition of their efforts and achievements are equally important. Maniben Nanavati Women's College (MNWC) has instituted various awards to felicitate them.

### 1. Scholarships for students:

#### 1. Need Based Scholarships-

##### 1. Policy

- To facilitate financial aid to needy students for fees.

##### 2. Procedure

- Students to be informed and oriented every year by way of circulating notices, conducting meetings and assisting the for Government scholarships.
- For Non-Government and Management funded Need Based Scholarships, to activate the online application form link by Scholarship Committee in the beginning of the academic year.
- To consider applications of students whose family income is below Rs. Twenty Five Thousand per month.
- To segregate the application forms as per the conditions laid by donors and philanthropists.
- To call parents for meetings to understand and discuss the needs and disburse the scholarship amount.
- Management funds to be used for scholarships to students other than those in the donors' list.
- Complete fee waiver for parentless students.

#### 2. Merit Based Scholarships-

##### 1.2.1 Policy

- To felicitate students who top as rankers at University
- To felicitate students who top in their respective subjects and overall at College levels with Merit Based Scholarships instituted in the memory of donors.



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## 1.2.2 Procedure

- Scholarship Committee to identify meritorious students on the basis of the Result Analysis made every year.
- To prepare certificates and trophies.
- To felicitate meritorious students at the Annual Prize Distribution Function by the hands of the Chief Guest.

## 2. Awards :

### 1. Awards for Students-

#### 2.1.1 Policy

- To felicitate students for their outstanding contribution and accomplishments/achievements during the academic year.

#### 2. Procedure

- Best Student Awards - The Student Council Committee to invite applications for Best Student Awards. To scrutinize application on the basis of the set parameters and finalise the winners. To award trophies and certificates to them at the Annual Prize Distribution Function.
- Nanavati Queen Contest- To organize Nanavati Queen, Nanavati Princess I and II contest every year. Contest to have parameters such as talent, grace, posture, presence of mind, capacity to deal with problematic situations etc.
- Tejaswini- the intercollege Contest of SNDT Women's University -To encourage participation and prepare students for winning the title. Application forms to be processed and submitted to university.
- Best NSS Volunteers- To identify Best National Service Scheme (NSS) Volunteers at the NSS Special Camp held every year. Parameters such as leadership skills, team work, time management and others to be followed.
- Best Sportsperson- To felicitate Best Sports Student of the Year who have performed and achieved accolades at College, University, State, Region and National levels at the Annual Sports Prize Distribution Function.
- Best Designer Award- To felicitate students of B. Design Fashions at the Graduating Fashion Show.
- Best Reader Student- To award the Best Reader- Student prize by the College Library. The parameters to be number of visits, issue of books, suggestions, timely returns of books and participation in library activities.

## 2. Awards for Teaching and Non-Teaching Staff-

### 1. Policy

- To felicitate Teaching and Non-Teaching Staff members for their outstanding achievements in various field.



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Principal

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## 2.2.2. Procedure

- To felicitate Teaching and Non-Teaching Staff at the Annual Prize Distribution Function for their seniority in college and recognition by external agencies .
- To award the Best Reader- Teacher by the College Library. The parameters to be the most valuable contribution made, recommendations and suggestions made by the teacher in upgrading the library.
- To felicitate winners on Sports Day.
- To felicitate Non-Teaching Staff with prizes won at the competitions held for them during the Pre-Diwali function.
- To encourage NSS Program Officers to send their files for BEST NSS PO Award by SNT Women's University.
- To encourage teaching and non-teaching staff to apply for Maharshi Karve Utkrushta Shikshak & Shikasaketar awards instituted by SNT Women's University.

Date:

Signed by:

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

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

<https://mnwc.edu.in/sexual-harassment-cell/>



Shree Chandulal Nanavati Women's Institute & Girls High School's

**Maniben Nanavati Women's College**

BEST COLLEGE 2018-2019

A Gujarati Linguistic Minority Institution affiliated to SNDT Women's University, MUMBAI

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## Sexual Harassment Cell

After the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressed) Act, 2013 and its notification by Government of India, University of Delhi issued notification No. Estab.II(1)/27/ACC/2006/ dated 9 January, 2014 declaring that the provisions of this Act supersedes the University Ordinance XV-D. Further, vide its Notification No. Estab.II(j)/027/ACC/2006 dated 16 January, 2014 the University of Delhi constituted its own Internal Complaints Committee as required under the Act and directed all colleges/institutions under it to constitute their own Internal Complaints Committees.

According to the Act of 2013, Maniben Nanavati Women's College is committed to maintain and create an academic and work environment free of sexual harassment for students, academic staff and non-teaching staff of University of Delhi.

Sexual Harassment shall include, but will not be confined to, the following:

- When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at University of Delhi.
- When unwelcome sexual advances, verbal and non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature that have the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment.
- When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
- When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

**The Process:**

The institution has adopted Zero Tolerance approach towards any kind of sexual harassment acts:

- 1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident,
- 2. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.
- 3. The Internal Complaint Committee may before initiating an enquiry if requested by the aggrieved woman to take steps to settle the matter between her and the "respondent" through conciliation.
- 4. If the aggrieved woman and the respondent arrive to a settlement, the copies of the same to be given to both the parties. shall record the settlement so arrived and forward the same to the employer (Principal) to take action as specified in the recommendation.
- 5. The Employer (Principal) will provide assistance to the woman if she so chooses to file a complaint in relation to the offense under the Indian Penal Code or any other law for the time being in force.

**Policy On Sexual Harassment**

