

QUALITY DIGEST

INSIGHT. INNOVATION. EXCELLENCE.

Newsletter of IQAC

Volume 10, January 22 – October 2022

For Private Circulation

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OUR VISION

“Sa Vidya Ya Vimuktaye”
(Knowledge Is That Which Liberates)

OUR MISSION

Empowerment of Women through
Access to Higher Education

QUALITY POLICY

- To support girls to pursue higher education and make them empowered to take up challenges
- To promote skill and communication development programmes to increase employability of our students.

GOALS

- To facilitate knowledge and skills to lead to economic empowerment for 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 weak students for taking up higher education
- To provide opportunity and platform to adult learners
- To sustain the total quality management in academics and administration

EDITORIAL TEAM

- Prin. Dr. Rajshree Trivedi
- Dr. Twinkle Sanghavi
- Ms. Sheetal Sawant
- Ms. Kinjal Mehta

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NAAC
Reaccredited with
“A”

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MANIBEN NANAVATI WOMEN'S COLLEGE

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

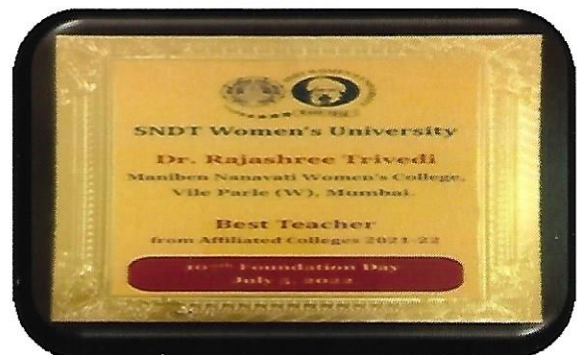
It is indeed a matter of great joy and pride for me to head this great Institution that cherishes the Gandhian value and principles. Quality Digest (QD) with its new makeover comes with a new fervor, enthusiasm and members on its editorial team. The representation of students in IQAC and consequently, on the editorial board of QD is indeed a major step towards MNWC's quest for excellence and its partnership with the stakeholders to achieve the institutional goals and objectives. Best wishes to the Team QD for the great work and many more achievements to accomplish in the coming times

**Principal
Dr. Rajshree P. Trivedi**

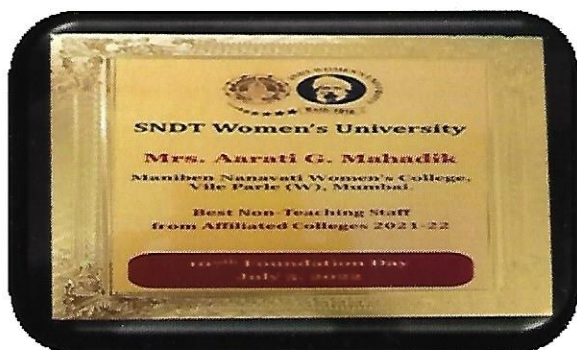
Hall of Fame

Maniben Nanavati Women's College was extremely pleased and proud to receive not one but two awards MAHARSHI KARVE UTKRUSHTA SHIKSHAK PURASKAR and MAHARSHI KARVE UTKRUSHTA SHIKSHAKETAR PURASKAR for the academic year 2021-2022 on the 107th Foundation Day of SNT Women's University, Mumbai. The Chief Guest for the function was Shri Vikas Chandra Rastogi, IAS, Principal Secretary, and Technical & Higher Education. Ms. Priyadarshini Karve, the Great Grand Daughter of Maharshi Karve was among the special invitees. Prof. Ujwala Chakradeo, Vice Chancellor and Prof. Ruby Ojha, Pro-Vice-Chancellor, SNT Women's University presided over the function. Congratulations to Dr. Rajshree Trivedi and Ms. Aarati Mahadik!

Dr. RAJSHREE TRIVEDI, Principal was awarded the prestigious Maharshi Karve Utkrushta Shikshak Puraskaar by SNT Women's University on its 107th Foundation Day



Ms. AARATI MAHADIK, Head Clerk was awarded the prestigious Maharshi Karve Utkrushta Shikshaketar Puraskaar by SNT Women's University on its 107th Foundation Day



The Internal Quality Assurance Cell of the college has been conscious of its role of being a catalyst “to improve the academic and administrative performance of the institution.” Keeping the five core values recommended by National Assessment and Accreditation Council (NAAC) and the seven criteria for assessment under Quality Indicator Framework, the IQAC continuously works towards the sustainability of excellence levels in the institution. With the help of NAAC Support Committee, the IQAC strategically worked out plans in coordination with the Departments and Committees for the academic year 2021-22. The following initiatives were undertaken:

1. Curriculum Aspects:

- Department of Food and Nutrition of Home Economics underwent syllabus change Dr. Rita Patil, Head Of The department played key role in coordinating and changing the syllabus
- Department of Commerce (AFI) took the lead role in revising the syllabus for the SYB.COM(AFI)
- The Departments conducted Add-on Course related to their subjects such as courses on Communication Skills in Tourism, Certificate Course in Orientation To Psychological Assessment and basic Counselling Skills, SVATAH, Goods and service Tax, Intensive training on Teaching Pedagogies.

2. Teaching, Learning and Evaluation:

- More than a half year of 2021-22 was in lockdown, teaching learning and evaluation was more online in different forms in teaching teacher's made use of platforms like ZOOM, Google Meet, Slide share and various teaching pedagogy, where as in evaluation there was extensive use of MCQs, Presentation, making of posters etc.
- As IQAC initiative and UGC Norms College developed its own Learning Management System under project SNAARI, which enable, students to learn even through mobile.
- For Slow and Advance Learners IQAC organised workshop on 5th February 2022 in which all department were asked to make workbook material for the students, as an outcome of this workshop dept. came up with innovate ideas and prepared workbook for slow learners whereas for advanced learners college will plan some research activity
- YATHA-KATHA International Film and Literature Festival organised by the college. Governor and Chancellor Shri Bhagat Singh Koshyariji, Vice Chancellor Prof. Ujwala Chakradeo and other dignitaries graced the event.

3. Research Innovation and Extension:

- KSRC organised workshop on 22nd January 2022 on “Scientific Writing” by Prof. S. M. Michael the aim of the talk was to motivate teachers for research in
- To motivate research writing college has its research journal ‘Research Horizons’ and also planning to publish book on “UNMASKING THE FUTURE A MULTI-DISCIPLINARY LOOK ATLIFE WITH COVID”.
- Student Aid for Research (S.T.A.R.) In order to train interested undergraduate students in research, KSRC initiated a program titled Student Aid for Research (S.T.A.R.), where two departments, Psychology and Sociology, combined to train a select group of students in the process of research. Institute of Indian Culture (IIC), under the guidance of the director, Dr. S.M. Michael, collaborated for this purpose. Undergraduate students are encouraged to choose their own topic of research and are guided through the entire process with a mentor and faculty from IIC.

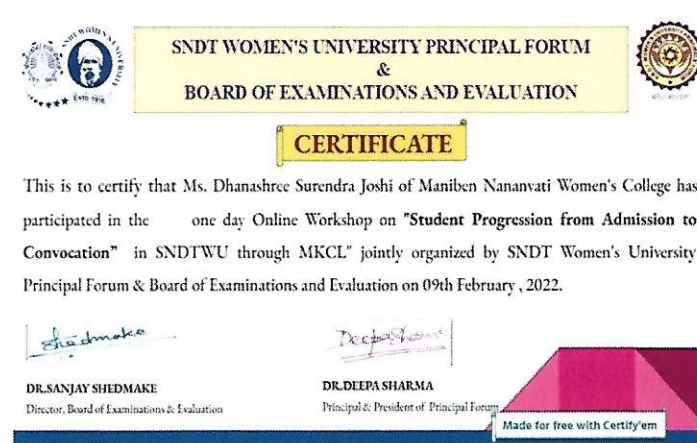
- The College NSS Cell has planned a series of events under the AZADI KA AMRUT MAHITSAV theme
- The Covaxin Vaccination camp and a Blood Donation Camp were organised
- Departments undertook extension activities : Department of English undertook the task of making senior citizens register for government senior citizens tele consultancy services- esanjeevani OPD: Department of Commerce (AFI) undertook extension activity of spreading awareness about finance among the women of the community by using the podcast- Ek Chuski Finance
- Launch of Project VRIKSHAK at the Jyotiba Phule municipal market opposite the college premises.
- 4. Infrastructure and Learning Resources:** College is established in 1972 management decided to give new look to the college and to provide better teaching facility to students, the whole college underwent for revamping, there is also augmentation of place wherever it was possible.
- The College is undergoing renovation and revamping of premises to make it more swanky and student- friendly
- 5. Students support and Progression:**
 - Concessions in fees for students from pandemic affected families
 - Alumni engagement and aid strengthened
 - Yoga Sessions conducted online with Bharat Yoga Prabha Bharti Seva Sansthan
 - SAMATVA gender equality webinar series
 - Online Course by Gandhian Studies Centre – “Value Education Through Gandhian Philosophy”
 - General Non -Technical Band Performer at Atal Ranking of Institutions on Innovations and Achievements -ARIIA by NIEDIC
- 6. Governance, Leadership and Management:**
 - IQAC has revived its Staff Study Circle under which three programmes conducted for teachers Orientation Session by Dr. Bhavna Ambudkar for Incubation Centre.
 - Bonds India Ltd. “Investing Prowess: Crucial in today’s dynamic environment” to impart financial literacy amongst teaching and non- teaching staff.
 - IQAC managed to look into the timely promotion of teachers, the process of Dr. Rita Patil for Professorship and for Dr. Rekha kaklotar, Ms. Rita Chandarana, Dr. Cicilia Chettiar, Dr. Ravindra Katyayan, Ms. Shama Chavan, Ms Perna Ramteke process of their respective promotion was initiated.
 - Listing in NIRF
 - AISHE certification received for 2020-2021
 - RUSA sponsored State level Seminar for Administrative Staff
- 7. Institutional Values and Best Practices:**
 - To make the campus eco-friendly, solar lamp posts have been installed
 - Ground water Recharge system installed

- Sensory tube lights installed
- Rain Water harvesting system installed
- E-Waste management
- Genderlogue events conducted with Friedrich Ebert Stiftung under the theme “Getting foothold in the Public Space”
- International Conference REPRESENTATION AND EXPRESSION OF W ART(REWA) on the occasion of International Women's Day

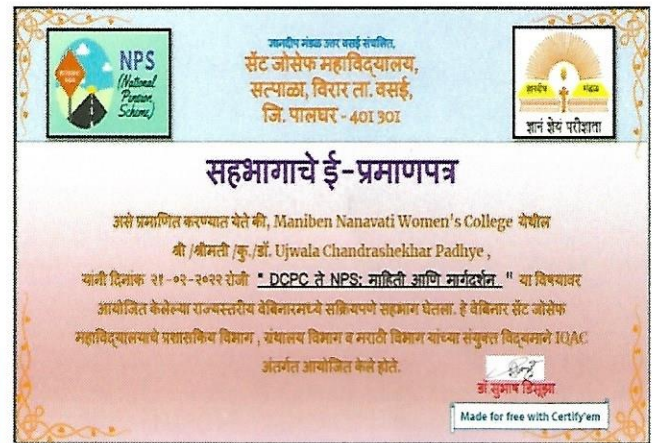
The IQAC conducted regular meetings during the academic year. Regular meetings and follow up meetings with departments, committees, library, alumni association, administrative staff and other bodies have been conducted during the year to ensure quality enhancement and excellence and their sustainability in all the spheres at all levels.

The work of Self Study Report began under the guide ship of our mentor Prof. Venkatramani.

Administrative Page



Online Workshop on “**Student Progression from Admission to Convocation in SNDTWU through MKCL**” attended by Ms. Gayatri Sarode, Ms. Dhanashree Joshi, Ms. Kajal Parmar held on dt.09.02.2022



State Level Webinar on “**DCPC to NPS: Information & Guidance**” attended by Ms. Ujwala Padhye, Ms. Dhanashree Joshi held on dt. 21.02.2022

The IQAC & Administrative Department of Maniben Nanavati Women's College organizes Five Days Workshop on “Handling Physical Records Management” From 25th April 2022 to 29th April 2022

The Administrative Department and IQAC of our College organized Five Days Workshop on “**Handling Physical Records Management**” From 25th April 2022 to 29th April 2022. 30 Administrative Staff participated.

Measures shall be established to control the issuance of documents, such as instructions, procedures, and drawings, including changes thereto, which prescribe all activities affecting quality. These measures shall assure that documents, including changes, are reviewed for adequacy and approved for release by authorized personnel and are distributed to and used at the location where the prescribed activity is performed.

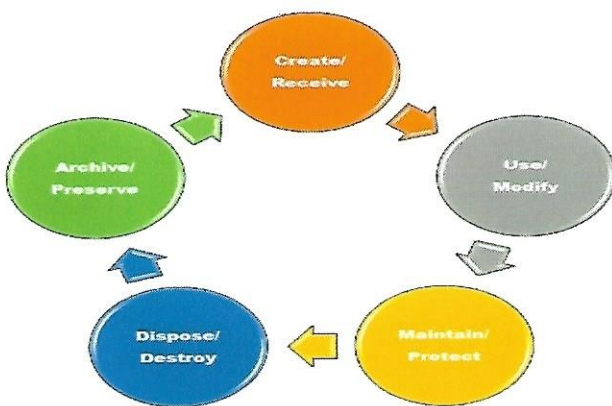
Sufficient records shall be maintained to furnish evidence of activities affecting quality. The records shall include at least the following: Operating logs and the results of reviews, inspections, tests, audits, monitoring of work performance, and materials analyses. The records shall also include closely-related data such as qualifications of personnel, procedures, and equipment. Inspection and test records shall, as a minimum, identify the inspector or data recorder, the type of observation, the results, the acceptability, and the action taken in connection with any deficiencies noted. Records shall be identifiable and retrievable.

Records management is concerned with the effective management of records throughout their life cycle. There are several benefits of having an effective records management programme. These are listed below:

- Provides continuity in the event of a disaster
- Meets statutory and regulatory requirements including archival, audit and oversight activities
- Provides protection and support in litigation
- Allows quicker retrieval of documents and information from files
- Improves office efficiency and productivity

Document control is the process used to maintain documents that control the documents, operations, maintenance, and configuration of the College. Records management is the process for providing evidence of those activities. Document management achieve several goals such as follows:

- Organizing existing and future documents
- Improving workflow
- Allowing quick search and retrieval of documents
- Maintaining & organization of files to reduce the number of lost and misfiled documents
- Reducing physical storage of documents



Think of the records lifecycle as a life span that begins with creation and ends with disposal or preservation. Different programs, software, and educational materials may use different names for the phases, but they are basically fixed and operate concurrently and in continuum.

Records should only be destroyed systematically and under an approved records retention program. This workshop provided a standard process for document control and records management.

The IQAC & Administrative Department of Maniben Nanavati Women's College organized Five Days Workshop on "Handling Physical Records Management" From 25th April 2022 to 29th April 2022



The IQAC & Administrative Department of MANIBEN NANAVATI WOMEN'S COLLEGE Non-Teaching Staff Organised Welfare Activity "Immunity during COVID Times" 3rd August, 2022

The Administrative Department and IQAC of our College organized Non-Teaching Staff Welfare Activity "Immunity during COVID Times" on 3rd August, 2022 at 12.00 noon in the Seminar Hall. 36 Administrative Staff participated.

Session started with welcoming all the Staff & brief introduction of the Resource Person Dr. Sonal Desai to all by Ms. Aarati Mahadik.

Dr. Sonal Desai started session with welcoming all & explained Immunity the quality or state of being immune especially: a condition of being able to resist a particular disease especially through preventing development of a pathogenic microorganism or by counteracting the effects of its products.

She explained types of Immunity such as:

- **Active Immunity:** Active immunity is a type of immunity that is created by our own immune system when we come in contact with a harmful pathogen.
- **Passive Immunity:** Passive immunity is a type of immunity that is achieved by something other than one's own immune system.

She also explained Following General Measures to Boost or Increase Immune System Naturally:

1. **Get Enough Sleep:** Sleep and immunity are closely tied. In fact, inadequate or poor quality sleep is linked to a higher susceptibility to sickness. In a study in 164 healthy adults, those who slept fewer than 8 hours each night were more likely to catch a cold than those who slept 8 hours or more each night. Getting adequate rest may strengthen your natural immunity. Also, you may sleep more when sick to allow your immune system to better fight the illness. Adults should aim to get 7 or more hours of sleep each night, while teens need 8–10 hours and younger children and infants up to 14 hours. If you're having trouble sleeping, try limiting screen time for an hour before bed, as the blue light emitted from your phone, TV, and computer may disrupt your circadian rhythm, or your body's natural wake-sleep cycle.
2. **Eat more leafy vegetable & Eat more healthy fats:** Healthy Foods like fruits, vegetables, nuts, seeds, and legumes are rich in nutrients and antioxidants that may give you an upper hand against

harmful pathogens. The antioxidants in these foods help decrease inflammation by combatting unstable compounds called free radicals, which can cause inflammation when they build up in your body in high levels. Furthermore, fruits and vegetables are rich in nutrients like vitamin C, which may reduce the duration of the common cold. Healthy fats, like those found in olive oil and salmon, may boost your body's immune response to pathogens by decreasing inflammation.

3. **Engage in moderate exercise:** Although prolonged intense exercise can suppress your immune system, moderate exercise can give it a boost. Even a single session of moderate exercise can boost the effectiveness of vaccines in people with compromised immune systems. What's more, regular, moderate exercise may reduce inflammation and help your immune cells regenerate regularly. Moderate exercise can reduce inflammation and promote the healthy turnover of immune cells. Jogging, biking, walking, swimming, and hiking are great options.
4. **Manage your stress levels:** Relieving stress and anxiety is key to immune health. Long-term stress promotes inflammation, as well as imbalances in immune cell function. In particular, prolonged psychological stress can suppress the immune response in children. Activities that may help you manage your stress include meditation, exercise, journaling, yoga, and other mindfulness practices. Lowering your stress levels through meditation, yoga, exercise, and other practices can help keep your immune system functioning properly.
5. **Supplement wisely:** Though some supplements may fight viral infections, none have been proven to be effective against COVID-19. If you decide to supplement, make sure to purchase products that have been tested by a third party.

The IQAC & Administrative Department of MANIBEN NANAVATI WOMEN'S COLLEGE Non-Teaching Staff Organised Welfare Activity "Immunity during COVID Times" 3rd August, 2022



She also explained Following Specific Measures:

She emphasized on the importance of the Vaccine Doses i.e. 1st / 2nd & Precautionary Dose. She also explained how important to take the Precaution dose of Covid-19 vaccine will be helpful to boost immunity and is important to protect family and society against this variant virus which changes their actions.

The Session was very informative & gave all the participants the complete knowledge of Importance of Vaccination & How to develop Immunity system naturally.

The Session ended with vote of thanks to Resource Person Dr. Sonal Desai by IQAC Coordinator Dr. Twinkle Sanghavi.