

**SEVA MANDAL EDUCATION SOCIETY'S**  
**DR. BHANUBEN MAHENDRA NANAVATI COLLEGE OF HOME SCIENCE**  
**338, R.A. Kidwai Road, Matunga, Mumbai – 400019**  
**NAAC Re-accredited 'A+' Grade with CGPA 3.69 / 4 (3<sup>rd</sup> Cycle)**  
**UGC Status : College with Potential for Excellence**  
**BEST COLLEGE AWARD 2016-17 : Adjudged by S.N.D.T. Women's University**

**Minutes of 1st Internal Quality Assurance Cell Meeting for the  
Academic Year 2018-19 held on Saturday, 11<sup>th</sup> August 2018**

The following members were present :

Management Members –

- 1) Dr. Dilip Trivedi (President, SMES)
- 2) Shri Pravin Shah (Hon. Secretary SMES)

External Members -

- 1) Dr. Vaijayanti Ranade (Ex-Vice Principal, G.N Khalsa College)
- 2) Prof. Venkataramani Krishnamurthy (Registrar, D.Y Patil University, Mumbai)
- 3) Ms. Navaz Master, Chief Executive Officer, India Sponsorship Committee

Principal –

- 1) Dr. Shilpa P. Charankar

IQAC Coordinator –

- 1) Prof. Mala Pandurang

Faculty Members –

- 1) Dr. Kirti Pathak (HOD, HD)
- 2) Mrs. Anuradha Shekhar (HOD, Food Science and Nutrition )
- 3) Dr. Vrushali Datar ( HOD, Resource Management(HM)
- 4) Mrs. Vinaya Vaishampayan (In-charge, Nutrition and Dietetics)
- 5) Mrs. Sugandha Lad (Asst.Professor, Textile Science & Apparel Design)
- 6) Dr. Rupali Sengupta (Coordinator, M.Sc. - Clinical Nutrition and Dietetics)
- 7) Mrs. Vidya Subramanian (Librarian)
- 8) Mr. Shahajahan Khan (Coordinator, Computer Applications)

Alumni -

- 1) Ms. Punam Ratanghayra, Co-Founder, 7<sup>th</sup> Sense Export LLP

Students Representatives –

- 1) Ms. Riddhi Shah (TYBSc - ND)

Non-Teaching Staff

- 1) Mrs. Divya Kamath
- 2) Mrs. Anita Bairisetty

Leave of Absence was granted to:

- 1) Dr. Bharat Pathak (Hon.Secretary, SMES)
- 2) Mr. Ullhas Nimkar (Chairman & Managing Director, NimkarTek Technical Services Pvt. Ltd.)
- 3) Ms. Sophia Surve (TY BCA) Student Representative

**Agenda No. (i) Confirmation of minutes of Annual IQAC Review Meeting held on 4<sup>th</sup> April 2018**

Minutes of the annual IQAC Review Meeting held on 4<sup>th</sup> April 2018 were read by Dr. Mala Pandurang and confirmed

**Agenda No. (ii) Action Taken Report**

Dr. Mala reported on the action taken on issues raised in the last meeting. (Action taken report attached).

**ACTION TAKEN REPORT**  
**IQAC Annual Review Meeting held on Monday, 4<sup>th</sup> April 2018**

<b>Sr.No.</b>	<b>Points</b>	<b>Report</b>
1)	a) The HD department is proposing to start a course on positive psychology b) Puppet Workshop	a) Tentative Curriculum Ready for Positive Psychology b) Puppet Workshop will be conducted in Amulakh and Prangan for teachers
2)	a) A certificate course in Diabetes education will be started in the next academic year. b) Sensory Evaluation Lab in order to get collaborative projects from the industry. c) Provide Nutritional Recipes in the form of brochures.	a) The syllabus is already available in the University. This course will be proposed in BOS when it is formulated and becomes functional. b) Sensory Evaluation Lab is being formulated in the existing 3 <sup>rd</sup> floor Nutrition Lab using the CPE fund c) Student has been given a project on Diabetes where the students will be making a pamphlet and then they will be doing a Nutrition Education Program. Messages about Breast-feeding advantages sent via watts app to cover larger no. of students – B.Sc. and B.C.A. Initiative taken as paper saving activity.
3)	Course framework for certificate course on Renal Nutrition will be presented to CDC and then introduced from the next academic year	Certificate course has been formulated and will be offered to MSc-CND (II) students from January 2019 onwards
4)	Designing syllabus for certificate course in Disaster Management Planning to start MSc in Hospitality & Tourism	Still working on the syllabus for the certificate course in Disaster Management M.Sc. Syllabus is designed and shall be submitted in September to the University.
5)	a) The BCA department will be applying to the SNTWU to start MSc in Computer Science b) Internship for BCA	Will be applying in the month of September 2018 Internship for BCA - process has been initiated

**Agenda No. (iii) Matters arising from the minutes**

1. Prof Venkataramani gave his input on how the institution must write to the University for initiating RRC and Academic Council meetings for starting new courses, which is otherwise delayed. He enquired about the status of the RUSA grant, to which Dr. Mala clarified that the institution is not eligible for component no 2 as we have a higher score of 3.69 in the 3<sup>rd</sup> cycle of NAAC. The college can apply only for grant under component 8.
2. Prof Venkataramani stressed that preparing students for the New NAAC assessment process must start well in advance as student feedback is most important in the new evaluation process. He suggested that training of students begin from the next years' FYBSc batch which would be in the TYBSc class in the next cycle of NAAC and whose inputs will be crucial.

**Agenda No. (iv) Welcome / Induction of new IQAC members**

Dr. Mala formally welcomed the new members of the IQAC Committee and in order to induct the new members, She presented a short power point presentation about the NAAC process, the requirements in the new accreditation process and role of IQAC. Dr. Mala stressed that IQAC focuses on documentation and monitors the quality of all activities carried out in the institution. She also informed that the IQAC at present is also monitoring the activities related to spending of CPE funds. She informed the committee that, as required by NAAC, this committee would be meeting 4 times in a year. It was proposed that the next meeting will be held on October 13<sup>th</sup> 2018.

**Agenda No. (v) Plan of action as formulated by the IQAC for the academic year 2018-19**

Dr. Vrushali then presented to the Committee the plan of action for the present academic year 2018-19 as follows:

1. The institution has signed an MOU with 20 other institution, leading to the formation of an IQAC cluster on 27<sup>th</sup> July 2018, at Maniben Nanavati College and that the motto of the cluster was co-operation and sharing information.
2. Each member of the internal IQAC has been given responsibility of one criteria of the NAAC assessment and that they would be responsible for activities and documentation for the same.
3. A matrix for evaluation of departmental activities has been formulated and that the IQAC is in process of preparing a Log Book for teachers, in which daily details related to Teaching-learning, Research and Curricular activities, may be noted.
4. External advisory board members (one from Lucknow and another from Baroda) shall be visiting the institution to review the spending of funds and activities carried out under the CPE scheme.
5. New student feedback formats are to be worked on by the internal IQAC along with formats for Academic Audit.
6. A Lecture series for the Non-Teaching staff members on 'Good Manners for Better Communication' has been initiated by the institution.
7. Since the Institution is preparing to apply for Autonomy, the Committee was informed that in preparation of the same 2 sessions have been held – one on 11<sup>th</sup> July 2018 with the management members and a panel discussion with experts from autonomous institutions on 13<sup>th</sup> July 2018.

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**Agenda no (vi ): Any Other Matter with permission of the chair:**

Dr. Mala requested external IQAC members to give their inputs on the following aspects - Incubation cell and its working, Mentoring, Audits (Academic and Administrative – format, time-intervals), New Exam Reforms to be initiated and the code of conduct and ethics to be formally stated.

1. Dr. Ranade responded to this by expressing that external academic audits may be carried out in alternate years and must be done by external members. Dr. Shilpa Charankar shared that at present the format for departmental audits, has been prepared on the basis of the criteria given by NAAC.
2. Prof Venkataramani felt the necessity to have external members for Academic Audits.
3. The experts shared that a committee consisting of 1 member from the BOS, 1 HOD from other institution of the same field, Department HOD and a Subject Expert together could be the Auditing Committee for the Academic Audit.
4. Mrs. Anuradha Shekhar shared concerns over the reporting of activities either as ISR or extension, to which the experts replied that the department faculty could take up certain extension activities as ISR, which could also be best practices of the department.
5. As per the Incubation Cell, Prof Venkataramani suggested that the cell be initiated and it should encourage students at U.G. level to take up root level research topics. The idea is to inculcate the scientific process of thinking out of researching an idea. Mrs. Anuradha asked how many teachers must be involved in the incubation cell, to which the experts thought that inclusion of maximum number of teachers' would benefit the process.
6. The External experts shared their observation of how many high rating institutions in consequent cycles of NAAC have got reduced CGPA and therefore felt the need for the IQAC and the institution to take necessary steps to prevent this from happening.
7. On being asked about ICT Techniques and their documentation, the experts felt that such issues could be handled by the internal IQAC.
8. The alumni member of the IQAC, Ms. Punam Ratanghayra from Textiles Industry felt internships offered to students as early as FYBSc could be helpful in getting better hands on experience.
9. Prof Venkataramani suggested that Alumna, should interact more with present students to help them learn better about industry processes and requirements.
10. Dr. Mala reminded the IQAC members that the institution needed to formulate a formal Alumni body which is registered. She also requested Ms. Masters the external expert to give her inputs on the Employers' feedback format that the institution has.
11. It was proposed that at the next meeting, each committee along with the in charge IQAC member would review the new NAAC criteria for evaluation and would give a short presentation on aspects that must be taken up, for their specific criteria.

The meeting ended with thanks to the Chair.

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04.10.2018

**ACTION TAKEN REPORT**

**1<sup>st</sup> IQAC Meeting for the academic year 2018-19 held on Saturday, 11<sup>th</sup> August 2018**

Sr.No.	Points	Report
1	Each member of the internal IQAC has been given responsibility of one criteria of the NAAC assessment and they would be responsible for activities and documentation for the same	Criteria-wise committees have collated data as per questions given in their respective criteria as per the AQAR and will present an analysis during the IQAC meeting
2	IQAC is in process of preparing a Log Book for teachers, in which daily details related to Teaching-learning, Research and Curricular activities, may be noted	Faculty Handbook has been prepared and distributed to all teachers.
3	External advisory board members (Prof Sunita Mishra, Central University Lucknow and Dr. Bhavana Chauhan, SMJ College, Gujarat) shall be visiting the institution to review the spending of funds and activities carried out under the CPE scheme	Advisory committee visited the institution on the 12 <sup>th</sup> of October and have prepared their report on basis of expenditure of CPE funds
4	New student feedback formats are to be worked on by the internal IQAC along with formats for Academic Audit	New student feedback forms were used for student teacher evaluation in September 2018 and results collected via google survey.
5	Application for autonomy	Proposal was submitted on 11 <sup>th</sup> of September 2018
6	Forming a formal Alumni body which is registered.	Pending
7	External experts to give inputs on the Employers' feedback format	Formats circulated to experts

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**Minutes of 2<sup>nd</sup> Internal Quality Assurance Cell Meeting for the  
Academic Year 2018-19 held on Saturday, 13.10.2018**

The following members were present :

Management Members -

- 3) Dr. Dilip Trivedi (President, SMES)
- 4) Shri Pravin Shah (Hon. Secretary SMES)

External Members -

- 4) Dr. Vaijayanti Ranade (Ex-Vice Principal, G.N Khalsa College)
- 5) Prof. Venkataramani Krishnamurthy (Registrar, D.Y Patil University, Mumbai)
- 6) Ms. Navaz Master, Chief Executive Officer, India Sponsorship Committee
- 7) Mr. Ullhas Nimkar (Chairman & Managing Director, Nimkar Tek Technical Services Pvt. Ltd.)

Alumni -

- 1) Ms. Punam Ratanghayra, Co-Founder, 7<sup>th</sup> Sense Export LLP

Principal -

- 2) Dr. Shilpa P. Charankar

IQAC Coordinator -

- 2) Prof. Mala Pandurang

Faculty Members -

- 9) Dr. Kirti Pathak (HOD, HD)
- 10) Mrs. Anuradha Shekhar (HOD, Food Science and Nutrition )
- 11) Dr. Vrushali Datar ( HOD, Resource Management(HM)
- 12) Mrs. Vinaya Vaishampayan (In-charge, Nutrition and Dietetics)
- 13) Mrs. Sugandha Lad (Asst.Professor, Textile Science & Apparel Design)
- 14) Dr. Rupali Sengupta (Coordinator, M.Sc. - Clinical Nutrition and Dietetics)
- 15) Mrs. Vidya Subramanian (Librarian)
- 16) Mr. Shahajahan Khan (Coordinator, Computer Applications)
- 17) Mrs. Kavita Karapurkar (Special Invitee, Assistant Professor, BCA)

Student Representative

- 4) Ms. Sophia Surve (TY BCA)

Non-Teaching Staff

- 3) Mrs. Divya Kamath
- 4) Mrs. Anita Bairisetty

Leave of Absence was granted to:

- 1) Dr. Bharat Pathak (Hon.Secretary, SMES)

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**Agenda No. (i) Confirmation of Minutes of Annual IQAC Review Meeting held on 11<sup>th</sup> August 2018**

Minutes of the annual IQAC Review Meeting held on 11<sup>th</sup> August 2018 were read by Dr. Mala Pandurang and confirmed.

**Agenda No. (ii) Action Taken Report**

Dr Vrushali presented the action taken report.

**ACTION TAKEN REPORT**

**1<sup>st</sup> IQAC Meeting for the academic year 2018-19 held on Saturday, 11<sup>th</sup> August 2018**

<b>Sr.No.</b>	<b>Points</b>	<b>Report</b>
1	Each member of the internal IQAC has been given responsibility of one criteria of the NAAC assessment and they would be responsible for activities and documentation for the same	Criteria-wise committees have collated data as per questions given in their respective criteria as per the AQAR and will present an analysis during the IQAC meeting
2	IQAC is in process of preparing a Log Book for teachers, in which daily details related to Teaching-learning, Research and Curricular activities, may be noted	Faculty Handbook has been prepared and distributed to all teachers.
3	External advisory board members (Prof Sunita Mishra, Central University Lucknow and Dr. Bhavana Chauhan, SMJ College, Gujarat) shall be visiting the institution to review the spending of funds and activities carried out under the CPE scheme	Advisory committee visited the institution on the 12 <sup>th</sup> of October and have prepared their report on basis of expenditure of CPE funds
4	New student feedback formats are to be worked on by the internal IQAC along with formats for Academic Audit	New student feedback forms were used for student teacher evaluation in September 2018 and results collected via google survey.
5	Application for autonomy	Proposal was submitted on 11 <sup>th</sup> of September 2018
6	Forming a formal Alumni body which is registered.	Pending
7	External experts to give inputs on the Employers' feedback format	Formats circulated to experts

...3/-

**Agenda No. (iii) Matters arising from the minutes**

- Dr. Mala displayed the utilization of the CPE grants till date through a ppt. She also shared the visit of the UGC Advisory Committee comprising of Dr. Sunita Mishra from Lucknow and Dr. Chouhan from Vallabh Vidyanagar, Baroda on 12<sup>th</sup> October.
- Dr. Venkatramani enquired as to how the college would justify the excess amount spent. Dr. Mala replied that the same would be shown as undertaken by the management.

**Agenda No. (iv) Analysis by IQAC Members of their respective criteria and feedback on the same**

1. Criteria II (Teaching-learning-evaluation) ( presented by Mrs. Sugandha Lad)
  - Dr. Venkatramani requested the IQAC to keep a comprehensive structured database of students' profile from the time of admission. This will allow departments to show incremental academic growth of the students with case studies.
2. Criteria III (Research, consultancy and Extension) (presented by Dr. Vrushali Datar)
  - Dr. Shilpa Charankar informed that the UGC is not giving minor and major research grants and even the SNTDWU has no provision financially supporting the same. Dr. Venkatramani suggested that the Management can sponsor the same. He suggested approaching the cooperative banks, housing societies and Industry support for the same.
  - Dr. Ranade suggested that the incubation centre could be broadened at the students' level to get nascent ideas which can be developed into a model. From these ideas 4-5 successful cases could be considered for research by the students.
  - Mr. Nimkar suggested that to float 50-60 relevant topics as per the subjects for the year, on which students and teachers can write review papers. The same can be compiled in the form of a book at the end of the year. This will improve the reading, research and writing skills of the students which can then be diverted to presentations. He also suggested giving prizes within the college to the best article/s.
3. Criteria IV (Infrastructure and Library) (presented by Mr. Shahajahan Khan)
  - Dr. Venkatramani and Mr. Nimkar suggested using MOOC between colleges and to have the students access lectures by other college teachers through live streaming. Mr. Nimkar pointed out that there was no need for increase in internet speed.

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4. Criteria V (Student Support) (presented by Mrs. Vinaya Vaishampayan)
  - Regarding the complaints redressal mechanism, Dr. Venkatramani asked the IQAC to designate a person who would keep a record and provide an annual report of the various complaints received and how it was addressed.
  - For student progression, it is important to keep records to show their incremental growth and internship and placement details if any.

- Mr. Nimkar also suggested to have e- interviews for placements after doing the first rounds of tests and screening by the college.

5. Criteria VI (Governance and Leadership) presented by Dr. Mala Pandurang

Dr. Mala informed that once data is collated from the Criteria 1-5, this could be analyzed and presented accordingly.

6. Criteria VII (Best Practices) presented by Mrs. Anuradha Shekhar -

- Restaurant setup
- Workshop on Methodologies in Ergonomics
- Workshop on Travel & Tourism at Garware Institute of Career and Guidance, Mumbai University
- Undergraduate Research
- Community work (Chota Sion)
- Premarital Counselling (Bal Mela)

**Agenda No. (v) Plan of action to upgrade research journal 'Ideas'**

Upgradation of research journal IDEAS – Mr. Nimkar & Dr. Venkatramani suggested the following :

1. Alumni contribution to the journal
2. Divide the journal into sections viz research, Curriculum, Social responsibility
3. Encourage students to write review articles on social issues. Organize competitions and select the best review to be published
4. PhDs to be encouraged to give review articles other than research problem

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**Agenda No. (vi) Review of evaluation formats given to stakeholders (student-teacher/ employees/alumina)**

Feedback evaluation forms developed by the IQAC were shared and feedback given was as follows:

**The student teacher evaluation form :**

- Club similar questions together in the evaluation
- It was suggested that the questionnaire could be in vernacular languages also-. It was however shared that the college offers only English medium course

- Reframing of questions for clarity

**Employer’s feedback for internships:** Questions to find out if the curriculum addresses the need of the industry can be included.

The questionnaire should be edited and questions should be more focused keeping in mind that the students complete their internship in six weeks and curriculum

**Alumni database :** Should include maiden/married names of students as these tend to change as far as girls are concerned.

**Agenda No. (vii) Progress on autonomy proposal**

It was reported that the autonomy proposal had been submitted to the UGC on 11<sup>th</sup> September 2018.

The meeting ended with thanks to the chair

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11.02.2019

**ACTION TAKEN REPORT**  
**2<sup>nd</sup> IQAC Meeting for the academic year 2018-19 held on Saturday, 13<sup>th</sup> October 2018**

Sr. No.	Points	Report
1	IQAC to keep a comprehensive structured database of students’ profile from the time of admission.	This will be done from the next academic year during the admission process i.e., 2019-20.
2	Management can sponsor for minor and major research project grants.	Management has already instituted this scheme. Faculty will be encouraged to take up projects in next academic year i.e., 2019-20.
3	The incubation centre could be broadened at the students’ level to get nascent ideas.	We have received grant of Rs.50 lakhs from RUSA and we shall be working on it.
4	Students should be encouraged to write review papers	This year the in-house Research Magazine “IDEAS” had 4 research based papers by 4 students.
5	To keep a record and provide an annual report of the various complaints received and how it was addressed.	Grievance Committee Meeting was held and now onwards we have started keeping records for the same.
6	Department should keep records to show incremental growth in placement details if any.	Individual departments keep the records on internship and placement details in their department report Revised Employers feedback form was given for evaluation of the interns.

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**Minutes of 3<sup>rd</sup> Internal Quality Assurance Cell (IQAC) Meeting for the  
Academic Year 2018-19 held on Tuesday, 27.02.2019**

The following members were present :

Management Member –

- 5) Shri Pravin Shah (Hon. Secretary SMES)

External Members -

- 8) Prof. Venkataramani Krishnamurthy (Registrar, D.Y Patil University, Mumbai)
- 9) Ms. Navaz Master, Chief Executive Officer, India Sponsorship Committee

Principal –

- 3) Prof. Mala Pandurang

IQAC Coordinator –

- 3) Dr. Vrushali Datar

Faculty Members –

- 18) Mrs. Anuradha Shekhar (HOD, Food Science and Nutrition)
- 19) Mrs. Sugandha Lad (Asst. Professor, Textile Science & Apparel Design)
- 20) Dr. Rupali Sengupta (Coordinator, M.Sc. - Clinical Nutrition and Dietetics)
- 21) Mrs. Vidya Subramanian (Librarian)
- 22) Mr. Shahajahan Khan (Coordinator, Computer Applications)

Student's Representative

- 5) Ms. Riddhi Shah (TYFSN) - Student Representative
- 6) Ms. Sophia Surve (TYBCA) - Student Representative

Non-Teaching Staff

- 5) Mrs. Divya Kamath
- 6) Mrs. Anita Bairisetty

Leave of Absence was granted to:

- 1) Dr. Dilip Trivedi (President, SMES)
- 2) Dr. Bharat Pathak (Hon. Secretary, SMES)
- 3) Dr. Vaijayanti Ranade (Ex-Vice Principal, G.N Khalsa College)
- 4) Mr. Ullhas Nimkar (Chairman & Managing Director, Nimkar Tek Technical Services Pvt. Ltd.)
- 5) Dr. Kirti Pathak (HOD, HD)
- 6) Mrs. Vinaya Vaishampayan (In-charge, Nutrition and Dietetics)
- 7) Ms. Punam Ratanghayra, Co-Founder, 7<sup>th</sup> Sense Export LLP - Alumni

...2/-

Minutes of the 2<sup>nd</sup> IQAC Meeting held on 13<sup>th</sup> October 2018 were read by IQAC Coordinator Dr. Vrushali Datar and confirmed.

### Agenda No. (ii) Action Taken Report

Dr. Vrushali presented the action taken report.

#### ACTION TAKEN REPORT 2<sup>nd</sup> IQAC Meeting for the academic year 2018-19 held on Saturday, 13<sup>th</sup> October 2018

Sr. No.	Points	Report
1	IQAC to keep a comprehensive structured database of students' profile from the time of admission.	This will be done from the next academic year during the admission process i.e., 2019-20.
2	Management can sponsor for minor and major research project grants.	Management has already instituted this scheme. Faculty will be encouraged to take up projects in next academic year i.e., 2019-20.
3	The incubation centre could be broadened at the students' level to get nascent ideas.	We have received grant of Rs.50 lakhs from RUSA and we will be working on it.
4	Students should be encouraged to write review papers	This year the in-house Research Magazine "IDEAS" had 4 research based papers by 4 students.
5	To keep a record and provide an annual report of the various complaints received and how it was addressed.	Grievance Committee Meeting was held and now onwards we have started keeping records for the same.
6	Department should keep records to show incremental growth in placement details if any.	Individual departments keep the records on internship and placement details in their department report Revised Employers feedback form was given for evaluation of the interns.

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### Agenda No. (iii) Matters arising from the minutes

- Principal Dr. Mala Pandurang asked the admission committee to maintain proper database and information of the students seeking admission in our college as this data will help the college to study the progress of the students, for the same. The admission committee should keep the format ready before the college closes for the vacation. For designing the format, the freship committee and the office staff were asked to give

suggestions. Librarian Mrs.Vidya Subramanian suggested there should be a MIS to solve this problem.

- Prof. Mala
- ✓ Asked IQAC Committee to motivate staff to take Minor and Major Research Projects.
- ✓ Informed that a proposal for the Incubation center has been drafted several time, but it has not been finalized as of yet due to constant changes and suggestion from RUSA.
- ✓ Directed the grievance committee to keep the records of all the complaints received.
- ✓ Asked all departments to maintain proper information data of students placement which will further help to improve and study the progress of placement.

#### **Agenda No. (iv) Plan of action for implementation of autonomy**

- Prof. Mala Pandurang
- ✓ Informed that the college has received Autonomy in January 2019 for 10 years and further said that there will be a review after every five years.
- ✓ Conveyed the latest statutes of Government of Maharashtra for all autonomy colleges of Maharashtra.
- Prof. Venkataramani informed that autonomy will be applicable for the first years and gradually it will be applicable for second and third year progressively. In that case Prof. Mala said that there will be LIC for 2<sup>nd</sup> and 3<sup>rd</sup> year of BSc – Nutrition & Dietetics and 2<sup>nd</sup> Year of MSc-Clinical Nutrition & Dietetics.
- Prof. Mala informed everyone about the link created by BCA department for queries regarding Autonomy and further asked all the department staff to post the queries which will help the invited expert to prepare the answer well in advance.
- Prof. Venkataramani suggested the IQAC meeting must include students from First year after autonomy.
- Prof. Mala requested Prof. Venkataramani to orient administrative staff as they have several queries regarding autonomy.
- Admission Committee should ensure that a proper publicity should be designed and implemented by way of counselling, signboards, website etc. Dr. Nawaz Master suggested to give a handbook which will contain the details about Autonomy. Mr. Pravin Shah was of the opinion that the admission form must have the autonomy information. Prof. Venkataramani suggest to put FAQ section about autonomy on the college website.

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- Prof. Mala enquired credits could be assigned as extension work in the syllabus. To which Prof. Venkataramani and Ms. Nawaz Master suggested to take the approval of Academic Council of our college.
- Prof. Mala informed everyone that BOS list of members has been finalized and the staff is ready with changes in syllabus upto 10% to 20% for first year.
- Dr. Vrushali Datar enquired if the entire syllabus could be revamped including the subject nomenclature. To which Prof. Venkataramani said not to change the subject nomenclature as it will then be considered as a new course in unaided section, though they can change content within the course.

- IQAC Coordinator Dr. Vrushali informed everyone that a full day workshop was scheduled on autonomy for faculty where experts are invited to share the working of the autonomy. She also said a similar workshop would be scheduled shortly for the Administrative Staff. Prof. Venkataramani suggested to hold a common workshop for both faculty and administrative staff.

**Agenda No. (v) Plan of action for grant sanctioned under RUSA component 8.**

- The final plan of action has not been finalized due to constant changes in RUSA format.
- Prof. Mala informed all the members to take note of the new AQAR for the Autonomous College.
- Student representative Ms. Riddhi Shah asked the committee is the entrepreneurship center would be accessible to them even as alumni. To which it was said that the center will open for all.
- Mr. Pravinbhai Shah suggested to select a corner in the college, wherein students can set up an entrepreneurial venture.

The meeting ended with thanks to the chair

**SEVA MANDAL EDUCATION SOCIETY'S  
DR. BHANUBEN MAHENDRA NANAVATI COLLEGE OF HOME SCIENCE  
338, R.A. Kidwai Road, Matunga, Mumbai – 400019  
NAAC Re-accredited 'A+' Grade with CGPA 3.69 / 4 (3<sup>rd</sup> Cycle)  
UGC Status : College with Potential for Excellence  
BEST COLLEGE AWARD 2016-17 : Adjudged by S.N.D.T. Women's University**

11.04.2019

**ACTION TAKEN REPORT  
3<sup>rd</sup> IQAC Meeting for the academic year 2018-19 held on Saturday, 27<sup>th</sup> February 2019**

Sr. No.	Points	Report
1	Admission Committee should keep the format ready before the college closes for the vacation.	Form has been revised and is ready
2	Workshop on Autonomy for teaching and non-teaching staff members	<ul style="list-style-type: none"> <li>• Lecture by Dr. Venkataramani was arranged for the non-teaching staff members on 18<sup>th</sup> March 2019 on "Implementation of Autonomy".</li> <li>• One day workshop on "Steps Towards Implementation of Autonomy" for teaching staff was organized on 1<sup>st</sup> April 2019.</li> </ul>
3	FAQ of Autonomy on website	It is being done.
4	BOS	Adhoc BOS - Formulated and departments have forwarded their syllabus to their respective subject experts for their comments.
5	Alumna Committee	Alumni committee is formulated with the following alumni

		<ul style="list-style-type: none"> <li>● Ms. Archana Rao</li> <li>● Ms. Punam Ratanghayara</li> <li>● Ms. Neetu Singhi</li> <li>● Ms. Rikisha Maniyath</li> </ul>
6	Have exclusive corner to sell products made by Entrepreneurial students	We have short-listed <ul style="list-style-type: none"> <li>● Corner on the 2<sup>nd</sup> floor outside the common room</li> <li>● Opposite lift on the ground floor</li> </ul>

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**Minutes of 4<sup>th</sup> Internal Quality Assurance Cell (IQAC) 2018-19**  
**Saturday, 20<sup>th</sup> April, 2019**

The following members were present:

Management Member –

- 1) Dr. Dilip Trivedi (President, SMES)

External Members -

- 10) Dr. Vaijayanti Ranade (Ex-Vice Principal, G.N Khalsa College)

Principal –

- 4) Prof. Mala Pandurang

IQAC Coordinator –

- 4) Dr. Vrushali Datar

Faculty Members –

- 23) Mrs. Anuradha Shekhar (HOD, Food Science and Nutrition)
- 24) Dr. Kirti Pathak (HOD, HD)
- 25) Mrs. Vinaya Vaishampayan (In-charge, Nutrition and Dietetics)
- 26) Dr. Rupali Sengupta (Coordinator, M.Sc. - Clinical Nutrition and Dietetics)
- 27) Mrs. Vidya Subramanian (Librarian)

Student's Representative

- 7) Ms. Riddhi Shah (TYFSN) - Student Representative

Non-Teaching Staff

- 7) Mrs. Divya Kamath

Alumni

- 8) Ms. Punam Ratanghayra, Co-Founder, 7<sup>th</sup> Sense Export LLP

Leave of Absence was granted to:

- 9) Shri Pravin Shah (Hon. Secretary SMES)
- 10) Dr. Bharat Pathak (Hon. Secretary, SMES)
- 11) Prof. Venkataramani Krishnamurthy (Registrar, D.Y Patil University, Mumbai)
- 12) Ms. Navaz Master, Chief Executive Officer, India Sponsorship Committee
- 13) Mr. Ullhas Nimkar (Chairman & Managing Director, Nimkar Tek Technical Services Pvt. Ltd.)
- 14) Mr. Shahajahan Khan (Coordinator, Computer Applications)
- 15) Mrs. Anita Bairisetty- Non-Teaching Staff

**Agenda No. 1****Confirmation of Minutes of 2<sup>nd</sup> IQAC Meeting held on Saturday, 27.02.2019**

Minutes of the 3<sup>rd</sup> IQAC Meeting held on 27<sup>th</sup> February 2019 were read by IQAC Coordinator Dr. Vrushali Datar and confirmed

Principal, Prof Mala Pandurang placed on record the contribution of our Outgoing Principal Dr Shilpa P Charankar to the IQAC and her guidance throughout the process of previous accreditations by NAAC.

Dr. Vrushali Datar IQAC coordinator read the action taken report

**Agenda No. 2****Action Taken Report**

Sr. No.	Points	Report
1	Admission Committee should keep the format ready before the college closes for the vacation.	Form has been revised and is ready
2	Workshop on Autonomy for teaching and non-teaching staff members	<ul style="list-style-type: none"> <li>• Lecture by Dr. Venkataramani was arranged for the non-teaching staff members on 18<sup>th</sup> March 2019 on “Implementation of Autonomy”.</li> <li>• One day workshop on “Steps Towards Implementation of Autonomy” for teaching staff was organized on 1<sup>st</sup> April 2019.</li> </ul>
3	FAQ of Autonomy on website	Will be updated before the commencement of admissions
4	BOS	Adhoc BOS - Formulated and departments have forwarded their syllabus to their respective subject experts for their comments.
5	Alumna Committee	Alumni committee is formulated with the following alumni <ul style="list-style-type: none"> <li>• Ms. Archana Rao</li> <li>• Ms. Punam Ratanghayara</li> <li>• Ms. Neetu Singhi</li> <li>• Ms. Rikisha Maniyath</li> </ul>
6	Have exclusive corner to sell products made by Entrepreneurial students	We have short listed <ul style="list-style-type: none"> <li>• Corner on the 2<sup>nd</sup> floor outside the common room</li> <li>• Opposite lift on the ground floor</li> </ul>

**Agenda No. 3****Matters arising from the minutes**

- a. It was informed that the new, revised admission form would include details especially free ship, cocurricular activities and sports participation. Dr Ranade opined that with MIS the process of admission should become paperless.

- b. Dr Vrushali informed that workshops for autonomy were held on 27<sup>th</sup> March for nonteaching and 1<sup>st</sup> April for teaching staffs.
- c. College should include FAQs on autonomy in the website. Prof Mala informed that Ad hoc BOS of all departments were constituted. The college is awaiting responses from the university with regards to finance, academic council so as to conduct the college level meetings.
- d. Dr Ranade enquired about the readiness of all departments and non-teaching staff regarding autonomy and the rough syllabus structure has to be done for all the 3 years and same to be implemented after taking the overlap into consideration. She also asked the syllabus to be compared with similar colleges at least 2 colleges. Make syllabus relevant to Indian perspective.
- e. Regarding the Alumina committee, there are a lot of issues with registration. Hence was asked to keep it open. She asked the inhouse alumina to oversee the alumina committee & to prepare an alumni portfolio and the in-house alumina to be the point of contact for external alumina. Think of what college can offer to alumni in terms of upgrading their skills etc,
- f. Prof Mala informed that the college has corresponded with NAAC to extend the accreditation status in lieu of obtaining autonomy status
- g. The criteria wise analysis was done of the AQAR following was discussed.
  1. Regarding the student satisfaction index, it was decided to create awareness among the students by conducting workshops and make them accountable.
  2. Improve student exchange programs with the colleges in the vicinity.
  3. Work on a central focused theme of the college.
  4. Introduce research methodology in UG level.
  5. Identification of sports for which facility is available within the campus
  6. For best practices - take up case studies of alumina who have made a mark, thus equating to empowerment.
  7. Work on 5 best practices and zero in on best 2

The meeting ended with thanks to the chair

**SEVA MANDAL EDUCATION SOCIETY'S**  
**DR. BHANUBEN MAHENDRA NANAVATI COLLEGE OF HOME SCIENCE (AUTONOMOUS)**  
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24.08.2019

**ACTION TAKEN REPORT**  
**4<sup>th</sup> IQAC Meeting for the academic year 2018-19 held on Saturday, 20<sup>th</sup> April 2019**

Sr. No.	Points	Report
1	College should include FAQs on autonomy in the website.	It is being done.

2	<ul style="list-style-type: none"> <li>● Prof Mala informed that BOS of all departments were constituted.</li> <li>● The college is awaiting responses from the university with regards to finance, academic council so as to conduct the college level meetings.</li> </ul>	<ul style="list-style-type: none"> <li>● Department wise BOS meetings were conducted in the month of July 2019.</li> <li>● Finance Committee Meeting was conducted on 12th July 2019</li> <li>● Academic Council meeting was conducted on 16<sup>th</sup> July.</li> </ul>
3	Dr Ranade enquired about the readiness of all departments and non-teaching staff regarding autonomy and the rough syllabus structure has to be done for all the 3 years and same to be implemented after taking the overlap into consideration.	Since autonomy implied as progressive syllabus structuring of 1 <sup>st</sup> year courses, skill based short term courses, M. Sc. syllabus were approved in the respective BOS and Academic Council.
4	In house alumina to oversee the alumina committee & to prepare an alumni portfolio and be the point of contact for external alumina. Think of what college can offer to alumni in terms of upgrading their skills etc,	In house alumina committee is formulated and they are going to check with other colleges and register officially. College will be signing a letter of understanding Tata Power Skill Development Institute (empowering youth with employable skills) and the committee is planning to offer these courses to the alumni of the college.
5	<p>The criteria wise analysis was done of the AQAR following was discussed.</p> <p>1. Regarding the student satisfaction index, it was decided to create awareness among the students by conducting workshops and make them accountable.</p> <p>2. Improve student exchange programs with the colleges in the vicinity.</p>	<p>Since Autonomy and RUSA were on the priority list.</p> <p>1. As per the notification from NAAC, the colleges with Autonomy status will be re-accredited after 5 year and hence the current first year students will be made aware of the new Student Satisfaction Index.</p> <p>2. We have signed MoU with</p> <ul style="list-style-type: none"> <li>● <b>Smt. P. N. Doshi Women's College, Ghatkopar, Mumbai</b> : Faculty and Student Exchange Programme.</li> <li>● <b>K.J. Somaiya College of Science and Commerce, Vidyavihar, Mumbai</b> : Student and Staff Exchange for Academic and Research Internship during the Period of Mutual Availability</li> <li>● <b>SMES College of Nursing, Matunga</b> : Faculty and Student Exchange Program and Use of Academic Resources</li> <li>● <b>Trust for Human Resources Enrichment and Development (THRED)</b> : Promoting Intergenerational Interactions</li> </ul>

	<p>3. Work on a central focused theme of the college.</p> <p>4. Introduce research methodology in UG level.</p> <p>5. Identification of sports for which facility is available within the campus.</p> <p>6. For best practices - take up case studies of alumina that have made a mark, thus equating to empowerment.</p> <p>7. Work on 5 best practices and zero in on best 2</p>	<ul style="list-style-type: none"> <li>● <b>ASEEMA Charitable Trust</b> : Community based activities.</li> <li>● <b>United Ways</b> : Partnership For Volunteering in 'Clean Shores Mumbai' Project.</li> </ul> <p>3. We will work on it</p> <p>4. We have not worked on it yet, but with the autonomy we will incorporate a module on Research Methodology at the UG level.</p> <p>5. We have coach for various sports like badminton, table-tennis, volleyball, chess, carrom, yoga, kabaddi, taekwondo and fencing. Due to lack of pace availability we send our students to Churchgate campus for the training.</p> <p>6. Department wise cases will be identified and to work on it we will have to make a format to collect the required information.</p> <p>7. We have identified few areas:</p> <ul style="list-style-type: none"> <li>● Sustainable Environment Practices</li> <li>● Gerontology</li> <li>● Gender Champions</li> <li>● Entrepreneurship</li> <li>● Trans Gender</li> </ul>
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