

**SEVA MANDAL EDUCATION SOCIETY'S**  
**DR. BHANUBEN MAHENDRA NANAVATI COLLEGE OF HOME SCIENCE (Autonomous)**  
**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 1<sup>st</sup> Internal Quality Assurance Cell (IQAC) Meeting 2019-20**  
**held on Wednesday, 28<sup>th</sup> August, 2019**

The following members were present:

**External Members -**

1. Dr. Vaijayanti Ranade (Ex-Vice Principal, G.N Khalsa College)
2. Ms. Navaz Master, Chief Executive Officer, India Sponsorship Committee

**Principal -**

1. Prof. Mala Pandurang

**IQAC Coordinator -**

1. Dr. Vrushali Datar

**Faculty Members –**

1. Mrs. Anuradha Shekhar (HOD, Food Science and Nutrition)
2. Dr. Kirti Pathak (HOD, Human Development)
3. Mrs. Veena Verma (HOD, Textile Science & Apparel Design)
4. Mrs. Vinaya Vaishampayan (In-charge, Nutrition and Dietetics)
5. Mrs. Vidya Subramanian (Librarian)
6. Mr. Shahajahan Khan (Coordinator, Computer Applications)
7. Dr. Rupali Sengupta (Coordinator, M.Sc. Clinical Nutrition and Dietetics)

**Alumni -**

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

**Non-Teaching Staff -**

1. Mrs. Anita Bairisetty

**Student's Representative -**

1. Ms. Ankita Ade (TYBSc) - Student Representative
2. Ms. Aishwarya Telunagi (TYBCA) – Student Representative

Leave of Absence was granted to:

**Management Members -**

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

**External Members -**

1. Prof. Venkataramani Krishnamurthy (Registrar, D.Y Patil University, Mumbai)
2. Mr. Ullhas Nimkar (Chairman & Managing Director, Nimkar Tek Technical Services Pvt. Ltd.)

**Non-Teaching Staff**

1. Mrs. Divya Kamath,

**Agenda No. 1: To Read and Confirm the Minutes of 4<sup>th</sup> IQAC Meeting for the academic year 2018-19 held on Saturday, 20.04.2019**

Minutes of the 4<sup>th</sup> IQAC Meeting held on 20<sup>th</sup> April 2019 were read by IQAC Coordinator Dr. Vrushali Datar and confirmed.

Dr. Vrushali Datar IQAC coordinator read the action taken report

## Agenda No. 2: Action Taken Report

### 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 Memorandum of Understanding with 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</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>	<p>Research Internship during the Period of Mutual Availability</p> <ul style="list-style-type: none"> <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> <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, carom, 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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**Agenda No. 3: To report on progress viz. implementation of autonomy.**

1. Principal Prof. Mala Madam informed about Tata Power Skill Development Courses for regular students and Alumni in a batch of 25 will be organized with very nominal fees and the participants will get certificates from Tata Power Skill Development Institute along with our college logo. College plans to sign MOU with Tata Power Skill Development Institute.
2. Mrs. Anuradha Shekhar raised a question asking how to cater to International Alumni. Dr. Ranade suggested that they can open a chapter or an association and can be in touch with them through links. College has to be in touch with the Alumni. Alumni students and staff can join the Association (Chapter).
3. Award for Distinct Alumni was discussed:
  - i) Dr. Ranade suggested that block of 10 years or 5 years can be selected like 1984 – 1994 and 1994 – 2004.

Criteria for selection can be:

- a) Extensive work in the field where they are.
- b) Their contribution to society and their office.
- c) Their contribution to college.
- ii) Ms. Navaz Master suggested that we can give two young “Entrepreneur Award”.
  - a) The link can be accessed when the college starts, during Orientation and at the end of semester.
  - b) She also suggested of having contact hours with students and explaining about the activities to make them aware and it should be an ongoing process.
  - c) Principal Prof. Dr. Mala Madam informed about Students Exchange Program and signing MOUs for 3 years with different organizations.
4. Since we are working towards Research at Undergraduate Level, Dr. Shilpa Charankar informed about the Seminar on Research Methodology which was organized by KJ Law College.
5. Dr. Ranade suggested to Identify the Best Practice and Plan, keeping 5 years goal, then break it into small part and make 1 year goal and then decide with whom to sign MOU. Spell out different facilities in college and then work on it. It will be Best Practice only when maximum students take part in it.
6. Dr. Shilpa Charankar suggested having brain storming session. The best practices can be interdisciplinary, like Pre-marital Counseling, which is a unique feature.
7. Principal Prof. Dr. Mala Madam suggested having one idea with different aspects.
8. Ms. Punam Ratangharya suggested the idea of tree plantation to start with 5 trees and then slowly grow into garden.

**Agenda No. 4: To present calendar for activities of IQAC for academic year 2019-20.**

- 1) The Governing Body Meeting will be held on 27<sup>th</sup> September, 2019.
- 2) Dr. Shilpa Charankar informed that it is mandatory to post the Programme outcome on website.
- 3) Dr. Kirti Pathak shared that the new format of Instructional Plans are made by teachers, where each module specifies that it is target oriented. For each module expected Learning objectives are to be specified at the end of the module. After teaching module wrap up / outcome is also written.
- 4) Principal Prof. Mala conveyed that each Instructional Plan should be signed with date and remarks by HOD.
- 5) Dr. Ranade suggested spelling out the quality initiatives. The External IQAC members can contribute as expert who is also accountable in giving expertise and justify their position. It can be one of the Best Practice.

**Agenda No. 5: To present analysis of student feedback and plan of action for the same.**

- 1) Mrs. Vinaya Vaishampayan presented the students exit report of B.Sc., BCA and M.Sc. students. The feedback is taken now and then again same students will be given the feedback form in March end.
- 2) Dr. Ranade suggested to reframe some of the questions and students should be explained the content of the questionnaire if not clear to them or make students aware about various activities like NSS, Extension activities, College website and other activities. Instead of posting the questions on the website it can be posted on other social media of communication.
- 3) Dr. Ranade also suggested appointing students from second year and M. Sc. in the committee so that they can also contribute and can be the conveyors to the other group of students.

**Agenda No. 6: Any other matter with the permission of the Chair.**

**Role of Students in Quality Initiatives:**

Ms. Ankita suggested to make attractive certificate which will have college logo and also of the collaborative institutes so as to motivate the students to participate in more competitions.  
Dr. Ranade suggested to have competition on Certificate Designing.

The meeting ended with thanks to the chair.

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**Minutes of 2<sup>nd</sup> Internal Quality Assurance Cell (IQAC) Meeting 2019-20**  
**held on Saturday, 23<sup>rd</sup> November 2019 at 10.00 a.m. in Hospitality Lab on 6<sup>th</sup> Floor**

The following members were present:

**Management Members –**

- 1) Dr. Dilip Trivedi (President, SMES)
- 2) Dr. Bharat Pathak (Hon. Secretary, SMES)
- 3) Shri Pravin Shah (Hon. Secretary SMES)
- 4) Dr. Shilpa P. Charankar, (Executive Secretary, SMES)

**External Members -**

- 1) Dr. Vaijayanti Ranade (Ex-Vice Principal, G.N Khalsa College)
- 2) Prof. Venkataramani Krishnamurthy (Joint Secretary, SIES College of Arts, Science & Commerce, Matunga)
- 3) Ms. Navaz Master, Chief Executive Officer, India Sponsorship Committee

**Principal -**

- 1) Prof. Mala Pandurang

**IQAC Coordinator -**

- 1) Dr. Vrushali Datar

**Faculty Members –**

- 1) Mrs. Anuradha Shekhar (HOD, Food Science and Nutrition)
- 2) Dr. Kirti Pathak (HOD, Human Development)
- 3) Mrs. Veena Verma (HOD, Textile Science & Apparel Design)
- 4) Mr. Shahajahan Khan (Coordinator, Computer Applications)
- 5) Dr. Rupali Sengupta (Coordinator, M.Sc. Clinical Nutrition and Dietetics/PGDSSFN)

**Student Representatives -**

- 1) Ms. Ankita Ade (TY BSc - FSN)
- 2) Ms. Aishwarya Telunagi (TY BCA)
- 3) Ms. Drashti Dedhia (M.Sc.-CND - I)

- 4) Ms. Sakshi Mhatre (SY BSc - FSN)
- 5) Ms. Neha Singh (SY BCA)

Leave of Absence was granted to:

**External Members -**

- 2) Mr. Ullhas Nimkar (Chairman & Managing Director, Nimkar Tek Technical Services Pvt. Ltd.)

**Faculty Members –**

- 1) Mrs. Vinaya Vaishampayan (In-charge, Nutrition and Dietetics)
- 2) Mrs. Vidya Subramanian (Librarian)

**Alumni -**

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

**Non-Teaching Staff -**

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

**Agenda No. 1: To Read and Confirm the Minutes of 1<sup>st</sup> IQAC Meeting for the academic year 2019-20 held on Saturday, 28.08.2019**

Minutes of the 1<sup>st</sup> IQAC Meeting held on 28<sup>th</sup> August 2019 were read by IQAC Coordinator Dr. Vrushali Datar and confirmed.

Prof. Venkataramani Krishnamurthy's designation as Joint Secretary of SIES College has been corrected.

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

Dr. Vrushali Datar IQAC coordinator read the action taken report of 1<sup>st</sup> IQAC Meeting for the academic year 2019-20 held on Saturday, 28<sup>th</sup> August 2019.

Sr. No.	Points	Report
1	Two day workshop by Tata Power Skill Development Courses	Two days' workshop for TY BSc RM and BCA were organized on 29 <sup>th</sup> & 30 <sup>th</sup> August and 18 <sup>th</sup> & 19 <sup>th</sup> August on 'Interview Readiness' respectively.
2.	Dr. Ranade suggested identifying Best Practice and Plan, keeping 5 years goal. Prof. Dr. Mala suggested having one idea with different aspects.	Making a "Green Campus" through Environmental Consciousness and Sustainability/Alternate Energy initiatives:  The SMES management has made provisions for installation of <b>198 solar panels with a capacity</b>

		<b>of 325 voltages in June 2019.</b> The electricity consumption demand is fulfilled for all the floors of the building sparing the college hall.
3.	Dr. Ranade suggested opening a chapter or an association of the alumnae residing out of the country and can be in touch with them through links and social media.	The Alumni Committee is working on it. Till date we have registered more than 500 alumnae in the committee.

4.	Prof. Mala conveyed that each Instructional Plan should be signed with date and remarks by HOD.	Instructional plans are signed with date and remarks by all the heads and coordinators.
5.	Dr. Ranade suggested to reframe some of the questions and students should be explained the content of the questionnaire if not clear to them.	Since the feedback will be taken at the end of this semester (i.e. in March) reframing of certain questions of the feedback will be done and questions will also be explained to the students.
	Dr. Ranade also suggested appointing students from second year and M. Sc. in the Committee.	SY B. Sc. (FSN): Ms. Sakshi Mhatre SY BCA: Ms. Neha Singh M.Sc. CND (Part 1): Ms. Drashti Dedhia

### **Agenda No. 3: Matters arising out of the minutes.**

- 1) Dr. Ranade suggested that outcomes also need to be emphasized when the action plans are presented.
- 2) Shri Pravin Shah suggested that for interview readiness, the students can be sent for interviews to see their progress.
- 3) Dr. Shilpa Charankar suggested that there should be a mention that our college has an MOU with Law College for mentoring them on NAAC preparations.
- 4) Shri Pravinbhai Shah requested that assembling of Solar Lamps be demonstrated in the meeting by the students. He also suggested that cleanliness drives should be part of everyday culture rather than taken up one or two initiatives in a year.
- 5) Awareness of e-waste, plastic collection drives etc. should be taken up in the entire campus.
- 6) Dr. Ranade suggested that Solar Power should not be misused even if it is cheap and it should be accounted for.
- 7) Alumni Committee can be registered under SMES umbrella and Dr. Venkataramani ensured that he will enquire from other colleges and get back regarding the registration procedures, revenue accounts and how to collect funds etc. He also suggested there should a student Nodal Officer for the Alumni Association and a separate email should be formulated for such purposes.
- 8) Exit Report forms are being reframed and relooked after taking feedback from students.

#### **Agenda No. 4: Formulation of perspective plan.**

- 1) Prof. Mala Pandurang stressed that there is a need to relook at the mission statement and the departments have been told to work on the objectives and mission statements to plan the perspective plan. She took the permission from the Management to do so.
- 2) Management gave the permission to relook at the statement and the IQAC members came to a consensus that the college should collect all the data and put it into a paragraph.
- 3) Prof. Venkataramani suggested that professional help needs to be sought to frame a mission statement. Mission should also adhere to college ethics statement.
- 4) The Department perspective plans were then discussed which were already sent to the members for their feedback. The members expressed that they need more time to look at them and to come to a conclusion.
- 5) This was followed by each department presenting a brief, regarding their BOS meetings. Dr. Kirti Pathak reported about the subject changes and CBCS course which will be offered in her department, Dr. Vrushali Datar and Mrs. Veena Verma followed by Mr. Shahajahan Khan presented the changes in syllabus that they brought about under their specializations.
- 6) Prof. Venkataramani suggested that recommendation based on earlier NAAC Cycles peer team suggestions should also be taken into consideration when the points are presented regarding peer team suggestions.

#### **Agenda No. 5: Conducting Academic and Administrative Audit.**

- 1) IQAC members were shown the log book that the college maintains for academic audit. Teaching plans and mentoring processes were also discussed.
- 2) Members also suggested that the external IQAC members will not be able to do the audit as they are part of the college and were of the opinion that it needs to be done by some others from outside institutes. They can only give suggestions and can help in the mentoring process.

#### **Agenda No. 6: Any other matter with the permission of the Chair.**

- Dr. Shilpa Charankar shared relevant newspaper cuttings with various departments and suggested to take up some projects based on it.
- Perspective plan should be action and outcome oriented and it needs to be reviewed at regular intervals.
- While planning perspective plan time plans needs to be worked out. Feedback from existing students and alumni is important for perspective plan.
- Feedback from the industry needs to be taken as our students lack in communication skills.
- Workshops on Team Building and Financial Management should be organized for the students.
- All are requested to note there are some standard specification for number of credits for Certificate / Diploma / Add on courses / remedial classes / bridge course / short term courses
- All departments should fill up information for all points under the perspective format made.
- She enquired about the growth and improvement for our Research Journal.
- Wanted an update on growth and outcome for incubation cell.



- State Government of Maharashtra Women's Commission gives Rs.70000/- for conducting the workshop and also around Rs.3 lakhs for Research proposal. The website of it needs to be checked. Check for formal and date for submission.

The meeting ended with thanks to the chair.

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**Minutes of 3<sup>rd</sup> Internal Quality Assurance Cell (IQAC) Meeting 2019-20**  
**held on Saturday, 15<sup>th</sup> February 2020 at 12.30 p.m. in Seminar Room on 5<sup>th</sup> Floor**

The following members were present:

**External Members -**

- 1) Dr. Vaijayanti Ranade (Ex-Vice Principal, G.N Khalsa College)
- 2) Ms. Navaz Master, Chief Executive Officer, India Sponsorship Committee

**Principal -**

- 1) Prof. Mala Pandurang

**IQAC Coordinator -**

- 1) Dr. Vrushali Datar

**Faculty Members –**

- 1) Mrs. Anuradha Shekhar (HOD, Food Science and Nutrition)
- 2) Dr. Kirti Pathak (HOD, Human Development)
- 3) Mrs. Veena Verma (HOD, Textile Science & Apparel Design)
- 4) Mr. Shahajahan Khan (Coordinator, Computer Applications)
- 5) Dr. Rupali Sengupta (Coordinator, M.Sc. Clinical Nutrition and Dietetics/PGDSSFN)

**Student Representatives -**

- 1) Ms. Aishwarya Telunagi (TY BCA)
- 2) Ms. Drashti Dedhia (M.Sc.-CND - I)
- 3) Ms. Sakshi Mhatre (SY BSc - FSN)

**Non-Teaching Staff -**

- 1) Mrs. Anita Bairisetty

Leave of Absence was granted to:

**Management Members –**

- 1) Dr. Dilip Trivedi (President, SMES)
- 2) Dr. Bharat Pathak (Hon. Secretary, SMES)
- 3) Shri Pravin Shah (Hon. Secretary SMES)
- 4) Dr. Shilpa P. Charankar, (Executive Secretary, SMES)

**External Members –**

- 1) Prof. Venkataramani Krishnamurthy (Joint Secretary, SIES College of Arts, Science & Commerce, Matunga)
- 2) Mr. Ullhas Nimkar (Chairman & Managing Director, Nimkar Tek Technical Services Pvt. Ltd.)

**Alumni -**

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

**Faculty Members –**

- 1) Mrs. Vinaya Vaishampayan (In-charge, Nutrition and Dietetics)
- 2) Mrs. Vidya Subramanian (Librarian)

**Non-Teaching Staff -**

- 1) Mrs. Divya Kamath

**Student Representatives –**

- 1) Ms. Ankita Ade (TY BSc - FSN)

2) Ms. Neha Singh (SY BCA)

**Agenda No. 1: To Read and Confirm the Minutes of 2<sup>nd</sup> IQAC Meeting for the academic year 2019-20 held on Saturday, 23.11.2019**

Minutes of the 2<sup>nd</sup> IQAC Meeting held on 23<sup>rd</sup> November 2019 were read by IQAC Coordinator Dr. Vrushali Datar and confirmed.

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

Dr. Vrushali Datar IQAC coordinator read the action taken report of the 2nd IQAC Meeting for the academic year 2019-20 held on Saturday, 23<sup>rd</sup> November 2019.

<b>Sr. No.</b>	<b>Points</b>	<b>Report</b>
1.	Shri Pravinbhai Shah requested that cleaning the solar panels needs to be assigned to somebody on a regular basis.	Management is going to appoint a person who will be cleaning the solar panels on a regular basis.
2.	Awareness of e-waste, plastic collection drives etc. should be taken up in the entire campus.	The Environment Sensitization committee has initiated collection drives through linkages and tie-ups with NGOs. Bins for plastic collection have been placed at strategic points on 1st, 4th, and 5th, floor. Both students and staff are repeatedly reminded to donate plastic and e-waste and to deposit the same in the segregated bins. Poster and postcard competitions were organised. Plastic collected is donated to an NGO "Sampoorna Earth", which further gives the plastic waste to segregation company. E-waste collection drive and the competition were conducted during Tekzone. During Tekzone, 166 kgs of e-waste was collected and donated to NGO Stree Mukhti Sangathana that employs women from the deprived class of society. A separate bin on the 5th floor is kept for e-waste collection.
3.	Dr. Venkataramani suggested there should be a student Nodal Officer for the Alumni Association and a separate email should be formulated.	Rikisha Maniyat, alumna and faculty of BCA has made the nodal officer. Email id is alumni@bmncollege.com
4.	Exit Report forms are being reframed after taking feedback from students, they will be relooked.	Exit forms will again be filled by the students and analysed by each department. Based on the analysis each department will work for the gaps.
5.	Prof. Dr. Mala Pandurang stressed that there is a need to relook at the mission statement. So, she took	Shri Pravinbhai Shah suggested contacting Shri Ashok Jhansi who can help in framing the mission statement but couldn't get through the number. Dr. Vrushali contacted Dr. Peeyush Pahade, Assoc. Prof., H. V. Desai College,

	permission from the Management to do so.	Pune and a workshop will be organized to work on the mission statement in the month of April.
6.	Department perspective plans were discussed which were already sent to the members for their feedback. The members expressed that they need more time to look at them.	To maintain uniformity, format was made for the perspective plans.

### Agenda No. 3: Matters arising out of the minutes.

**On-Campus Placement** - Dr. Rupali Sengupta reported that 15 students out of 18 MSc CND Part 2 who appeared for interviews and a written exam were placed in Wealthy Therapeutics, Marico Industries Ltd. and Abbott Nutrition. 2 TY FSN students also were selected by Wealthy Therapeutics.

#### Placement Record of B. Sc., BCA and MSc students

Name of the Company	No. of Students selected
<b>LTI</b>	1 TYBCA student got selected with the annual package of 2.6 lacs
<b>Infosys</b>	4 TYBCA students got selected as Operation Executive with 2.2 LPA
<b>Capgemini Technology Services India Limited</b>	2 TYBCA students got selected for the post of Associate with the package of Rs.2,50,000 per year
<b>TCS</b>	1 TYBCA student got selected for the post of Graduate Trainee with the annual package of Rs.1,93,158/-
<b>Silverlink technologies</b>	3 TYBCA students got selected as IT Recruiter with 1,80,000/- as annual package.
<b>Wipro Technologies</b>	1 TYBCA student got selected for the post of Trainee - Computer Applications with the annual package of Rs. 1,88,544/-
<b>Wealthy Therapeutics</b>	8 MSc CND students got selected with the annual package of Rs 324000/-per annum 2 BSc FSN students got selected with the annual package of Rs 250000/-per annum
<b>Marico Industries Ltd.</b>	2 MSc CND students got selected with the annual package of Rs360000/-per annum
<b>Abbott Nutrition</b>	6 MSc CND students got selected with the annual package of Rs300000/-per annum

Dr. Ranade pointed out that summer placements for the 1<sup>st</sup> year students can also be looked at. Dr. Vrushali reported that she has started communicating with Mr. Ashutosh Lokhande, Manager,

University Relations, Internshala ~ 'India's largest internship platform' Inters for summer internships. She also informed that 25 students from TY ND, FSN & RM, 90 students from BCA and 18 students had submitted the placement enrolment forms under the placement cell.

**Examination section-** Prof. Mala reported that we have signed an MOU with MKCL. MKCL suggested having our own server. The server cost is very high and the college has applied for the same under RUSA grant under Examination Reforms. College is going for a lifelong server. Under autonomy all the courses will have 50:50 for internal and external examinations evaluation. Exam results this year were declared within 30 days.

**RUSA Grant Update** – Prof. Mala updated that Rs. 2.5 Crore is credited in the bank account but there are no clear guidelines on modalities of permitted expenses. . We have organized several skill based workshops and the total expenditure incurred is Rs. 1, 93,975/-.

#### **Agenda No. 4: Presenting Best Practice**

Environment sensitization committee presented activities undertaken this year that won 2<sup>nd</sup> prize at BEQET organized by NCQM (National Centre for Quality Management). The team presented a paper on “Marching towards a Green Campus”.

#### **Agenda No. 5: Academic and Administrative Audit format**

Dr. Bhalchandra Bhole, Rtd. HOD Biochemistry, Garware College, Pune, was invited to deliver a lecture on “Administrative and Academic Audit”. He suggested that apart from what the college is already doing, it should also concentrate on areas which have not been touched or are not having enough data such as facilities for disabled students, alumni, placement and research. He also gave an elaborate audit form to be filled which can be used as an additional ready reckoner or can be reframed according to the requirement of the college. Dr. Kirti Pathak was given the responsibility to frame the Department Academic Audit based on the additional inputs which the college had to start working on.

#### **Agenda No. 6: Any other matter with the permission of the Chair.**

**Mission statement:** Since the IQAC couldn't contact Shri Ashok Jhansi as suggested by Shri Pravin Shah, Dr. Vrushali contacted Dr. Peeyush Pahade, Vice-Principal and Professor in Zoology, H. V. Desai College, Pune for conducting a session on how to frame a mission statement for the college. Due to the busy schedule of the resource person and activities of teachers, we were not able to finalize the date.

**Free ships:** Mr. Shahajahan Khan reported that certain procedures were brought in to streamline the freeship distribution to the needy student only. The class teachers were asked to check and/or visit the students' homes who have claimed for free ships to check the authenticity and check and verify the salary statement/Bank statement submitted by students.

Dr. Ranade informed that from this year the IQAC external members have to prepare a report on the activities carried out by the IQAC. She stated that Dr. Vrushali will have to summarize all the activities carried out throughout the year and present it in the last meeting. It should be based on the feedback given by the NAAC peer team in the exit report. She also requested to present the future plans of the IQAC.

The meeting ended with thanks to the chair.

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**SEVA MANDAL EDUCATION SOCIETY'S**  
**DR. BHANUBEN MAHENDRA NANAVATI COLLEGE OF HOME SCIENCE (Autonomous)**  
**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 4<sup>th</sup> Internal Quality Assurance Cell (IQAC) Online meeting 2019-20 held on Saturday, 23<sup>rd</sup> May 2020 at 11.00 a.m. online through ZOOM meeting ID 785 8318 2931**

The following members were present:

**External Members -**

- 1) Dr. Vaijayanti Ranade (Ex-Vice Principal, G.N Khalsa College)
- 2) Ms. Navaz Master ( Chief Executive Officer, India Sponsorship Committee)
- 3) Prof. Venkataramani K (Registrar, Dr D Y Patil University)
- 4) Mr. Ullhas Nimkar (Chairman & Managing Director, Nimkartek Technical Services Pvt. Ltd.)
- 5) Ms. Punam Ratangharya, Co-Founder, 7 th Sense Export LLP ( Alumni)

**Special Invitee -**

Dr Leena Raje. Principal, Smt MMP Shah College of Arts and Commerce for Women

**Management Members-**

- 1) Dr. Dilip Trivedi (President, SMES)
- 2) Dr. Shilpa P. Charankar, (Executive Secretary, SMES)

**Principal -**

Prof. Mala Pandurang

**IQAC Coordinator -**

Dr. Vrushali Datar

**Faculty Members –**

- 1) Mrs. Anuradha Shekhar (HOD, Food Science and Nutrition)
- 2) Dr. Kirti Pathak (HOD, Human Development)
- 3) Mrs. Veena Verma (HOD, Textile Science & Apparel Design)
- 4) Mrs. Vinaya Vaishampayan (In-charge, Nutrition and Dietetics)
- 5) Mrs. Vidya Subramanian (Librarian)
- 6) Mr. Shahajahan Khan (Coordinator, Computer Applications)
- 7) Dr. Rupali Sengupta (Coordinator, M.Sc. Clinical Nutrition and Dietetics/PGDSSFN)

**Student Representatives -**

- 1) Ms. Aishwarya Telunagi (TY BCA)
- 2) Ms. Drashti Dedhia (M.Sc.-CND - I)
- 3) Ms. Sakshi Mhatre (SY BSc - FSN)
- 4) Ms. Ankita Ade (TY BSc - FSN)
- 5) Ms. Neha Singh (SY BCA)

**Non-Teaching Staff -**

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

Leave of Absence was granted to:

Management Members –

- 1) Dr. Bharat Pathak (Hon. Secretary, SMES)
- 2) Shri Pravin Shah (Hon. Secretary SMES)

**Agenda No. 1: To Read and Confirm the Minutes of 3<sup>rd</sup> IQAC Meeting for the academic year 2019-20 held on Saturday, 15<sup>th</sup> February 2020 & Action taken report**

The Minutes of 3<sup>rd</sup> IQAC Meeting for the academic year

2019-20 held on Saturday, 15<sup>th</sup> February 2020 was read by Dr Mala Pandurang and was taken as confirmed

**Action Taken Report**

Dr. Mala Pandurang read the action taken report of the 3<sup>rd</sup> IQAC Meeting for the academic year 2019-20 held on Saturday, 15<sup>th</sup> February 2020.

Sr. No.	Points	Report
1	Summer Placements	Students from 1 <sup>st</sup> and 2 <sup>nd</sup> year have applied for summer internship through Intershala few of students have received email and they are asked to submit an assignment before they join the internship. However, on review, the college felt that this is a commercial venture and have asked students to withdraw from registration.
3	Examination: MKCL Portal	We have purchased 4 high configuration computers. A separate portal is in the process for generating results for the college. Rs. 9 lakhs will be spent for the e-server and computers for setting up the cell. MKCL helped us to create our college result portal on the cloud. Mr. Nitin Pawar attended the training for handling the result portal for non-teaching staff through remote desktop. Non-teaching staff has created the structure of all First Year 1 <sup>st</sup> Semester programme on MKCL portal. Once the marks are entered we can print the results.
3	RUSA Grant Update	A number of workshops have been conducted for a total expense of Rs 193975/- the list is attached.
4	Alumni Association	Till date 680 students have registered in the Alumni Association and Rs 7000/- has been generated as Alumna registration fees. The remaining

		students will be asked to pay registration fees via NEFT once the lockdown is lifted.
5	Academic and Administrative Audit format	Administrative Audit was scheduled on 17th April 2020, Friday and Academic audit on 18th April, 2020 Saturday. Due to the lockdown period, the AAA has been postponed. However, the format has been revised and all Departments are working on the same as part of their work from home duties. <b>External Academic Audit Team are as follows:</b> Dr Mira Desai, SNTDWU Dr Usha Mukundan, Former Principal of R. Jhunjhunwala College Dr Rajeshri Trivedi, Principal Maniben Nanavati College. <b>External Administrative Audit Team</b> Dr. Jessy Pius, B M Ruia College Mrs. Keya Mukherjee, Maniben Nanavati College.
6.	Revision of Mission statement	A session was planned on 10 <sup>th</sup> April 2020, Friday with Dr. Peeyush Pahade but because of lockdown and the pandemic situation it could not be conducted as per the schedule. Once college reopens this session with Dr. Peeyush Pahade will be organized.
7.	Report on IQAC initiatives	Report is ready and it is forwarded as an attachment.

## Agenda No. 2: Matters arising out of the minutes

- Ms Punam described how the Alumna Committee has been functioning and informed that Ms Rikisha Maniyath and Mrs Neetu Singhi have been coordinating the same. Dr Shilpa Charankar enquired about the modification to be done in the format for exit form. Mrs Anuradha reported that the necessary changes have been made, but the same could not be shared with the existing final year students due to lockdown. Dr Mala informed that the same will be done online.
- Dr. Mala informed that the college is in process of purchasing equipment and hardware through the GEM portal with the RUSA grant. Some quotations have been received, but the college has not gone ahead with purchase due to the lockdown and will contact the RUSA office on how to carry on with the purchases.
- Regarding the academic audit, Dr Mala informed that the format has been modified and was hopeful that the first round of audit could be done online
- Series of workshops had been planned for discussing the mission statement but due to the COVID directive, the same has been postponed
- The perspective plan for the college has been submitted and the same has to be consolidated. The perspective plan for the next academic year will be revised considering the lockdown period and its restrictions

## Agenda 3 : Report on activities under the period of Lockdown under COVID19 Pandemic

Dr. Mala presented the activities conducted by the staff and students during the COVID 19.

Dr Dilip Trivedi asked to do a follow up of the activities post lockdown. As the doubts regarding the post lockdown activities have to be cleared, a plan has to be worked up and shared with all stake holders. It was advised to conduct classes online and arrange for offline lectures depending upon the number of students who would be able to attend. Practical sessions to be conducted in smaller groups using social distancing. For practicals for subjects like physiology, chemistry, etc the same should be conducted after obtaining govt. or university approval.



#### **Agenda 4 : Important activities monitored by IQAC in academic year 2019-2020**

Dr Vrushali presented the initiatives undertaken by the IQAC in 2019-2020.

#### **Agenda 5: Any other matter with permission of the Chair.**

- Dr Ranade stressed on the necessary changes to be taken in the current scenario with the initiatives taken by the IQAC . She asked for a review of the future plan to incorporate the changes
- Dr Mala informed the IQAC that the college will purchase a paid digital platform for conducting online classes after consulting RUSA on the same
- It was decided to look at the Mission and Vision statements.
- There is a need to have proper data on the students who would be able to attend college wrt area from where they will be coming, their health status, ability to attend online, etc.
- Dr Venkatramani asked for a small committee to work on the perspective plan and present the final plan to the Academic Council.
- Dr Nimkar congratulated the IQAC members and the college for being proactive. He recommended preparing a long term plan with feasibility and execution, wherein a Learning Management System for Online teaching and Learning can be devised and made available in a phased manner looking into all details of front and backends.
- Dr Shilpa Charankar and Dr Nawaz Master congratulated the IQAC on its efforts
- Dr Ranade suggested preparing a module which will include awareness of COVID and incorporate it in the syllabus across all programmes.
- Dr Mala informed that Dr Vrushali will not be continuing as Coordinator of IQAC. She will be continuing as Member of IQAC .She was thanked for preparing the AQAR and for having all processes of IQAC in place for the academic year 2019-2020

The meeting ended with thanks to the chair