

**SEVA MANDAL EDUCATION SOCIETY'S**  
**DR. BHANUBEN MAHENDRA NANA VATI 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) Online Meeting 2020-21 held on  
Wednesday, 19<sup>th</sup> August 2020 at 11.00 a.m. through Online Google Meet**

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 Krishnamurthy (Joint Secretary, SIES College of Arts, Science & Commerce, Matunga)
- 4) Mr. Ulhas Nimkar (Chairman & Managing Director, NimkarTek Technical Services Pvt. Ltd.)

**Management Members-**

- 1) Dr. Ashok Mehta (Chairman, SMES) - special invitee
- 2) Dr. Dilip Trivedi (President, SMES)
- 3) Shri. Pravin Shah (Hon. Secretary SMES)
- 4) Dr. Bharath Pathak (Hon. Secretary SMES)
- 4) Dr. Shilpa P. Charankar (Executive Secretary, SMES)

**Principal -**

Prof. Mala Pandurang

**IQAC Coordinator -**

Mrs. Kavita Karapurkar, (Assistant Professor, Computer Applications)

**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 and Apparel Design)
- 4) Dr. Vrushali Datar (HOD, Resource Management (Hospitality Management))
- 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)
- 8) Mrs. Manjot Kaur (Assistant Professor, Computer Applications)

**Student Representatives -**

- 1) Ms. Drashti Dedhia (M.Sc.-CND - II)
- 2) Ms. Sakshi Mhatre (TY BSc - FSN)
- 3) Ms. Neha Singh (TY BCA)

**Non-Teaching Staff –**

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

**Invitees -**

- 1) Mr. T.M. Jethani, Principal, Smt. Kamalaben Gambharchand Shah Law School
- 2) Mr. Satyawan Bagwe, Faculty, Smt. Kamalaben Gambharchand Shah Law School

Leave of Absence was granted to:

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

Dr. Mala Pandurang welcomed the following new members:

- a) Mrs. Kavita Karapurkar as the new IQAC Coordinator. She has 18 years of teaching experience and is a Faculty of the Computer Department (Mathematics).
- b) Ms. Manjot Kaur Saini from Department of Computer Applications (Faculty of Computer Applications)

**Agenda 1: To Read and Confirm the Minutes of 4<sup>th</sup> IQAC Meeting held on Saturday, 23<sup>rd</sup> May 2020 and Action Taken Report**

The Minutes of 4<sup>th</sup> IQAC Meeting for the Academic Year 2019-20 held on Saturday 23<sup>rd</sup> May 2020 was confirmed along with the Action taken report

Ms. Kavita Karapurkar read the Action Taken Report of the 4<sup>th</sup> IQAC Meeting for the Academic Year 2019-20 held on Saturday, 23<sup>rd</sup> May 2020.

<b>Sr. No.</b>	<b>Points</b>	<b>Action Taken Report</b>
1	Result of Semester II	Marks have been computed according to the formula given by the UGC and will be displayed on the website on 24 <sup>th</sup> August, 2020. Mark sheets will be issued after lockdown is over.
2	Examinations conducted via MKCL Portal	The M. Sc. (CND) entrance exam will be conducted online on 27 <sup>th</sup> August 2020.
3	Alumni Association	630 Alumnae registered till now.  Under the Scheme 'BMN Saath Sahyog'  Rs. 2,94,336/- has been generated from alumna and  Rs. 74,500/- through the efforts of the alumna family members and friends has been collected as a support fund towards economically needy students during the lockdown period.  Total Contribution :Rs. 3,68,836/-
4	RUSA Grant Update	Hard component: Till now we have received 4 Air Conditioners, 50 chairs and a video camera.  18 webinars have been conducted for a total expense of Rs 41,000/- during the lockdown period of March to August 2020.

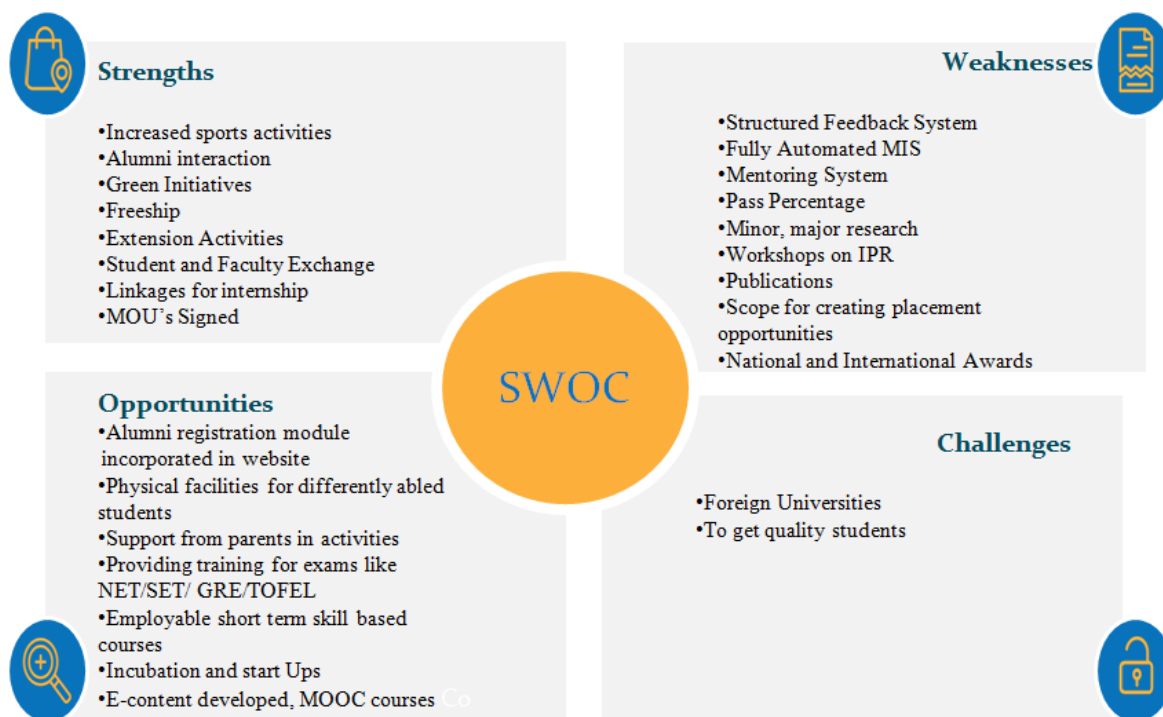
5	Academic and Administrative Audit	Internal audit was conducted online on 30th June 2020. Audit by external members will be conducted once results are declared for all semesters as per the request of the external audit committee.
6	Mission Statement	All the staff members have been involved in a collaborative exercise online wherein they have been asked to work on possible mission statements. This has been shared with resource person Ms. Suman Pai, Management Professional, Consultant, Senior Examiner and Faculty for Ramkrishna Bajaj National Quality Awards who will conduct the follow up session on 20 <sup>th</sup> August,2020.
7	Exit Forms	Analysis has been done and it will be presented in the IQAC meeting of 19 <sup>th</sup> August 2020.
8	The Perspective Plan for the college has been submitted and the same has to be consolidated.  Dr. Venkataramani asked for a small committee to work on the Perspective Plan and present the final plan to the Academic Council.	In view of the circumstances of the lockdown, this has to be revised and IQAC members are working on the same.  Committee of HODs has been formed for the same.
9	Review of the future plan	The future plans given in AQAR 2019-20 were reviewed at the internal IQAC meeting conducted on 31 <sup>st</sup> July, 2020. The areas to work upon were allotted to IQAC members and the Plan of Action was submitted on 17 <sup>th</sup> August, 2020.
10	Learning Management System	College will be considering the MKCL platform on a trial basis for a Learning Management System for Online teaching and Learning.
11	Dr. Ranade suggested preparing a module which will include awareness of COVID and incorporate it in the syllabus across all programmes.	Work to be undertaken

## Agenda 2 : Matters arising from the Minutes

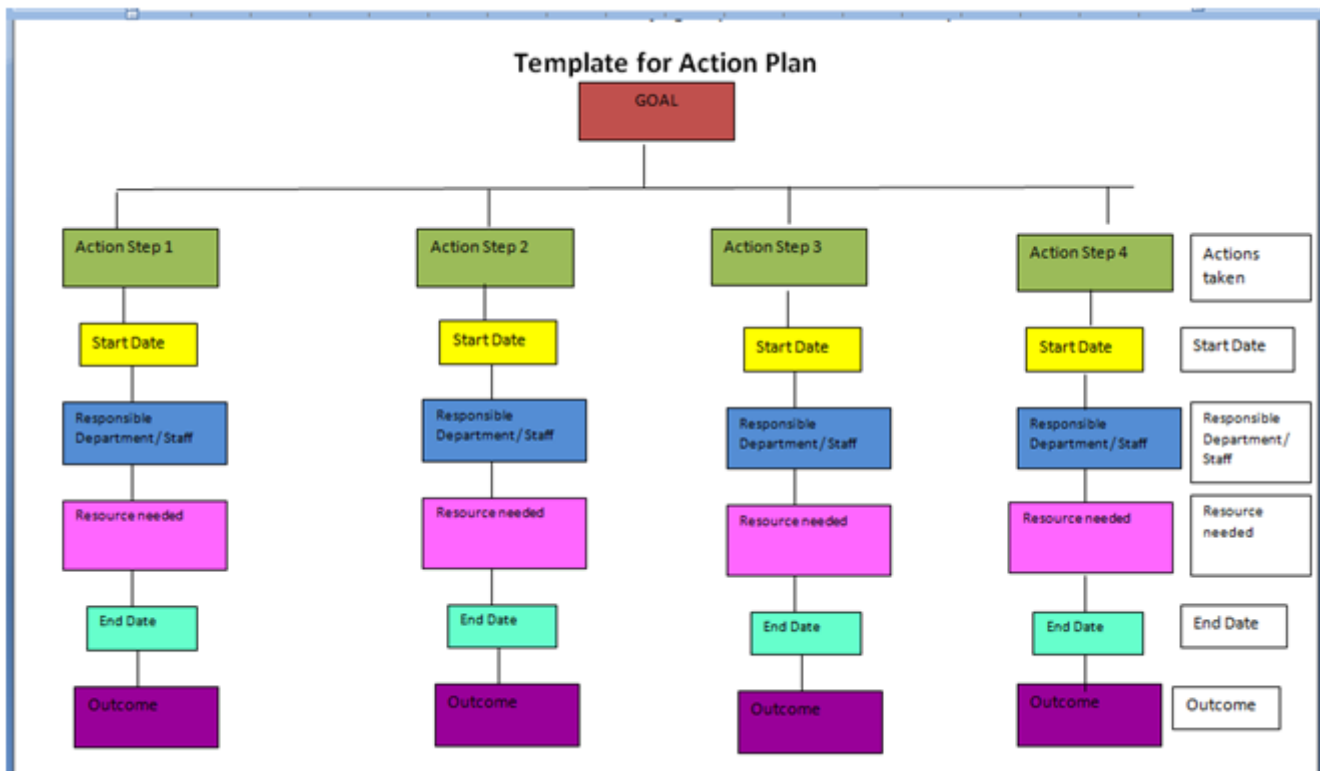
1. Dr. Ranade suggested that the college should have a contingency plan if the lockdown is extended.
2. Ms. Vinaya Vaishampayan presented the pre and post analysis of the exit forms. These exit forms were given in the beginning and during the end of the last academic year.
3. Dr. Ranade observed that the post analysis slide showed an increase in dissatisfaction with teaching and learning as far as one of the departments was concerned. She asked what strategies would be taken to improve this. It was shared that the feedback would be discussed with the Department on means of improvement..
4. Dr. Venkataramani appreciated the feedback collected which was exhaustive. He suggested that feedback on Curriculum should be taken now that the College is autonomous and is structuring its own curriculum.
5. Dr. Dilip Trivedi complimented Mrs. Vinaya Vaishampayan for an excellent presentation in an appropriate format.

## Agendas 3 & 4: Critical Review of AQAR 2019-20 with SWOC Analysis and Areas to be focused upon in academic year 2020-2021 were taken together

Ms. Kavita Karapurkar presented the SWOC Analysis and areas to be focused upon in the next Academic Year 2020-21, after a critical review of the AQAR and Department profiles of the year 2019-20.



Mrs. Kavita presented the Action Plan Templates which would focus on the areas with timelines, and outcomes on areas which needed improvement.



For the academic year 2020-21, it was decided to focus on the following areas:

Revisiting the Mission statement of the Institution

Introducing new short term courses

Feedback mechanisms for all the stakeholders

Increase use of ICT and e-learning resources

Strengthening Ideation and Incubation cell

Research and publication by staff and students

Student Feedback and Analysis

Strengthening Alumnae involvement

Physical Facilities for differently abled students

Involvement of parents as stakeholder in college activities

Strengthening the linkages for students' placements with industries

Response:

1. Dr. Venkataramani felt that the several of the weaknesses in the SWOC Analysis were in fact challenges. For instance - partially implemented MIS, Mentoring, and Pass Percentage etc. It was clarified that the SWOC Analysis was done for introspection and would be revised before final submission in the AQAR.
2. Dr. Venkataramani also felt that foreign Universities were not a challenge and could be shown as an opportunity. He requested that this SWOC Analysis be sent to him so that he could give his inputs.
3. Dr. Ranade also expressed that weaknesses need to be shown as improved every year so one needs to be very careful regarding what is shown in SWOC Analysis.
4. Dr. Shilpa Charankar also felt that there were too many points in SWOC Analysis.

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

1. Dr. Ranade expressed that she always takes Dr. BMN College name to give as an example when she visits other colleges. She felt that the college always gives positive vibes. She congratulated the new IQAC team and wished it the best to lead the team in the right direction.
2. Dr. Ulhas Nimlkar expressed that the meeting was very well conducted .He highlighted 2 main points which were that Alumna Connect is very crucial in developing the syllabus and was very willing to help in the area of Industry academia participation and gave an open invitation to BMN students for industrial visits.
3. Dr. Mala Pandurang informed that 2 new Certificate Courses would be offered in view of the increased dependence on online communication. It will include online interactions/etiquette/ giving interviews online/preparing interviews online.
4. Dr. Shilpa Charankar mentioned that IQAC of the college has been conducting mentoring sessions for Law and Nursing Colleges on campus by Dr Ranade.
5. Ms. Kavita shared that the AQAR for the academic year will be uploaded as soon as some data which is in the college is incorporated. . This data could not be accessed due to the lockdown.
6. Dr. Shilpa Charankar thanked Dr. Mala Pandurang for allowing Mr. Satyawan Bagwe, faculty from Law College to attend the meeting.

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**Minutes of 2<sup>nd</sup> Internal Quality Assurance Cell (IQAC) Online Meeting 2020-21 held on  
Saturday, 24<sup>th</sup> October 2020 at 12.00 noon through Online Google Meet**

The following members were present:

**External Members -**

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

**Management Members-**

- 5) Shri. Pravin Shah (Hon. Secretary SMES)
- 6) Dr. Bharat Pathak (Hon. Secretary SMES)
- 3) Dr. Shilpa P. Charankar (Executive Secretary, SMES)

**Principal -**

Prof. Dr. Mala Pandurang

**IQAC Coordinator -**

Mrs. Kavita Karapurkar (Assistant Professor, Computer Applications)

**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 and Apparel Design)
- 4) Dr. Vrushali Datar (HOD, Resource Management (Hospitality Management))
- 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)
- 8) Mrs. Manjot Kaur (Assistant Professor, Computer Applications)

**Student Representatives -**

- 4) Ms. Drashti Dedhia (M.Sc.-CND - II)
- 5) Ms. Sakshi Mhatre (TY BSc - FSN)
- 6) Ms. Neha Singh (TY BCA)
- 7) Ms. Dolly Jain (SY BSc – ND)
- 8) Ms. Avantika Parab (SY BCA)

**Non-Teaching Staff –**

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

Leave of Absence was granted to:

Management Member : Dr. Dilip Trivedi (President, SMES)

External Member : Mr. Ulhas Nimkar (Chairman & Managing Director, Nimkar Tek Technical Services Pvt. Ltd.)

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

Prof. Dr. Mala Pandurang welcomed the new SY Students.

**Agenda 1: To Read and Confirm the Minutes of 1<sup>st</sup>IQAC 2020-21 Meeting held on Wednesday, 19<sup>th</sup> August 2020 and Action Taken Report**

The Minutes of 1<sup>st</sup>IQAC Meeting for the Academic Year 2020-21 held on Wednesday 19<sup>th</sup> August 2020 was confirmed along with the Action taken report.

Ms. Kavita Karapurkar read the Action Taken Report of the 1<sup>st</sup>IQAC Meeting for the Academic Year 2020-21 held on Saturday, 19<sup>th</sup> August 2020.

<b>Point</b>	<b>Action Taken Report</b>
Alumni Association	There are 763 Alumna registered to date. Under the Scheme 'BMN Saath Sahyog' Rs.4,34,811/- has been collected from our Alumna and their family members and friends as support towards economically needy students during the Lockdown period.
RUSA Grant Update	Rs.1,57,489/- has been spent on 25 Webinars and 2 Skill Development Workshops from 20 <sup>th</sup> August to 15 <sup>th</sup> October.
Review of the Future plan	Progress on the focused areas will be presented by Ms Kavita.
Learning Management System	We have collaborated with MKCL (Maharashtra Knowledge Corporation Limited) to use LearniCo Learner Online Classroom for conducting lectures during the academic year 2020-2021. To use this classroom all the data like Subjects, Teachers and Student's information, Classroom details are already uploaded on LearniCo Learner Database for SYBSc, TYBSc, SYBCA and TYBCA. Teachers are practicing how to use this Classroom online. After the Unit Test Teachers will start using it.  Currently, Faculty members are using Google Classroom for sharing E notes and conducting Tests.
The Perspective Plan for the College has been submitted and the same has to be consolidated.	This is pending.
Dr. Ranade suggested that the College should have a Contingency Plan if the Lockdown is extended.	The Contingency Plan is attached.
AQAR 2019-20	The report is ready. This has been reported to the Governing Council and will be uploaded as soon as Final Year Exam results are declared.
Feedback on the Curriculum	When the College received Autonomy Status, the BCA syllabus was restructured and was sent to Industry Experts through email for their suggestions on the addition or deletion of



	<p>Topics. To get structured feedback for all programs, we will be designing a feedback form by November.</p>
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## **Agenda 2 : Matters arising from the Minutes**

Dr. Ranade suggested that one more column should be added in the Action Taken Report where we could mention the outcome of the actions taken in terms of Success, Failure or Benefit.

## **Agenda 3 :Update on exercise to revise Institutional Mission Statement.**

Ms. Manjot gave information regarding the process of revising the Institutional Mission Statement. Dr. Mala, further added that we would be sending the draft to IQAC and Management Members. This was the third draft and there would be atleast two more drafts. The Mission Statement is something that will guide all our activities and will help us to model what we are doing in terms of Women Empowerment. Also in drafting the Mission Statement we have focused on five important points—Clear, Inspirational, Objective, Outcomes and Measurable. Dr. Ranade requested that the draft should be sent along with the PPT as the Mission Statement has to be in line with the Vision Statement and Objectives of the Institute. She appreciated the presentation and further said that after two drafts the College will have a doable and focused Mission Statement.

## **Agenda 4:Reporting on progress of Focus Areas for Academic Year 2020-2021.**

Ms. Kavita presented the progress of the Focus Areas. Dr Mala asked for feedback or suggestions. Ms. Navaz enquired whether the amount collected from Alumni was sufficient to cover the fees of the needy students or was there any shortfall. Dr. Mala replied that we were giving students the freeship in installments. All those students who were not able to pay the second installment were covered by this amount. For the next installment, we needed to generate the amount.

Dr. Shilpa enquired about the use of SMES email ID. Dr. Mala replied that BMN ID is used for most communications and SMES ID is used for official purposes but it basically covers mails of all the Institutes in the Campus. Dr. Shilpa asked if they felt the need to offer Biochemistry as a Subject to the students of PGDSSFN. Dr. Rupali informed that it was already on the anvil to include Nutritional Biochemistry as the bridge course since knowledge of this subject is a prerequisite for subjects like Human Physiology and the entrance exam for M.Sc Programmes. Bridge course in Nutrition is offered for 2 weeks to PGDSSFN and M.S.CND students in the first year. Dr. Shilpa asked the BCA Department to allot credits to the Bridge Courses offered by the Department.

Dr. Ranade appreciated the improvement in presentation from one meeting to another. She said that now the SWOC Analysis was more streamlined. She suggested making the analysis of the SWOC over the period of 5 years,as it would give data to highlight in the presentation. The comparison will show that certain things we have done so well that Opportunities have transformed to Strengths and Weaknesses to Opportunities.

Dr. Venkatramani suggested taking feedback of the other members on the SWOC Analysis. For the Bridge Course it was suggested that the phrase ‘not passed in BOS’ should not be used, instead it should be mentioned as mention ‘not placed before BOS’.He suggested adding percentage in bracket in the table of MOOC Courses.Dr. Venkatramani suggested that one or two restrooms should be converted on the ground floor or fifth floor to suit differently abled students. To which, Dr. Mala said that the place had already been identified as per the government regulations, we would be modifying them after the lockdown. He enquired whether the freeships given to students through alumni donation was free for

students or repayment would be done later. Dr. Mala replied that to give all the needy students were given a fair chance as we were giving part payment. Dr. Venkatramani said that if the repayment was done, it could be used for the freeships in the following year and every yearalumni wouldn't have to be asked.

#### **Agenda 5 :Update on AQAR for Academic Year 2019-20.**

Ms. Kavita informed that AQAR was ready and it would be shared in PDF format with all the IQAC members after the meeting and she also requested them to give their feedback. She also mentioned that the College was not able to share the link from the NAAC website as the results were yet to be declared. Dr. Mala said that the system for uploading AQAR had changed and that now the entire report had to be uploaded before submitting it. She further mentioned that the date was extended due to Lockdown till the end of December. But the College would submit AQAR as soon as the results were declared.

#### **Agenda 6 : Any other matter with the permission of the Chair**

Dr. Ranade made the following remarks about Contingency Plan:

The first two points, states the %age of work that has been done, so similarly for other points, percentage of Achievement and Failure should be given.

Comparison of the Achievements of the Academic Year 19-20 with the year 20-21 should be presented to display the difference in the achievements of these two years. This would give the clear picture of the Achievements during Lockdown.

In the third point, it is mentioned that the B.Sc. Practical completely differed. Dr. Ranade highlighted this point in the open discussion as well. She observed that if not the wet lab, then explanations of the experiments, there are different ways to conduct the practical like how to write journal, virtual assignment of the practical. To this Dr. Kirti replied that in the subject of 'Field work' for TYBSc, she has covered the points like where students are expected to go, how to prepare the plan and conduct it. For the subject of 'Early Childhood Care and Education' also, the students tell a story online as part of Practicals. Ms. Veena Verma also pointed out that in the subject of 'Fashion Apparel Design', she has explained how to make pattern selection. Since the students are unable to get fabric and paper, the designing is done on a smaller scale. Videos are made and shown to the students. Dr. Ranade informed Ms. Kavita to add these points in the Contingency Plan and say some percentage differed in BSc Practicals.

Dr. Mala said that it is a question of interpretation of whether these Practicals are being conducted or not. The general idea was to focus us on the theory part and when the lockdown was lifted, the teachers could concentrate on Practicals. Dr. Ranade said that as an Autonomous Institute efforts should be made to keep students in line with the syllabus.

Other observations include the following:

For evaluation, add 100% success.

As Personal and Academic Mentoring is part of Mentoring, so 'completely differed' must be avoided. Through Online Media, if Mentoring has been done, then a lot has been achieved. After collecting data from all, add percentage of success achieved.

Dr. Ranade suggested that the following points should be added in the Contingency Plan and presented in the next meeting:

Is the website up todate?

What is the footfall of students on the website?

Research and Publications completed by the staff.

How the College is handling the goals and problems of Non-teaching staff.

What are the efforts taken by staff to the online access of students for lectures? How the College is reaching out to the students who are unable to access these sessions?

How is IQAC monitoring the performance of the Departments and work done by the staff?

What efforts are made by the Library to help everyone gain access to the Library during the Lockdown? Also how is the College making use of ICT to access Virtual Library?  
All these points will show how efficient the Institution was during Lockdown period. Dr. Mala assured that these points would definitely be incorporated and thanked Dr. Ranade for the invaluable suggestions.

Dr. Venkatramani agreed with Dr. Ranade on the points made regarding the practical sessions. He further enquired about the status of tutorials for Mathematics and Communication Skills. Ms. Kavita informed that she regularly conducts the tutorials online; sums are given for practice and checked online step by step. He suggested that these points should also be added in the Contingency Plan. Ms. Navaz agreed that conducting Practicals online is difficult but some schools are making use of YouTube to conduct it. After watching the video, worksheets are given based on that.

Dr. Shilpa thanked external members for their invaluable suggestions. Also she complimented Dr. Mala that under her able leadership, the Teachers are doing a lot of work.

Mr. Pravin suggested that since the transportation is made available, by maintaining the Social Distancing Practical Sessions could be started. Dr. Mala replied that upto 31<sup>st</sup> October as per the directives, College cannot be open for students. Mr. Pravin said that even before 31<sup>st</sup> October, the students can be called.

Mr. Khan reported about conducting online exams effectively. He shared the timetable, guidelines for staff and students with the members. Online Unit Tests have been conducted smoothly till now. Dr. Mala complimented Examination Committee for smooth conduct of exam and for working tirelessly.

Dr. Venkatramani expressed his discomfort about the nomenclature of Chief Controller of Examination, to which Dr. Mala replied that as per the act, the Principal cannot be the Controller of Examination therefore there are three different posts, Chief Controller of Examination, Controller of Examination and Deputy Controller of Examination.

The Student Representatives, Ms. Drashti and Ms. Sakshi complimented Teachers for all the efforts taken to teach Online. Also, they informed that they were comfortable giving Unit Tests as the practice of Exams using Google Forms was given. They also thanked College for giving them the opportunity to learn courses from Coursera. Ms. Neha Singh also shared the same opinion in the chat as she was facing a Network issue. She asked new Students Representatives to give their feedback and suggestions to Ms. Kavita for improvement of the system.

Dr. Mala reported that as per the suggestions of the Auditors of Academic Audit, the Audit Process was postponed. But as per the directions given by UGC Pune, that for the Utilisation Certificate we have to get the Audit done. She also informed that instead of Dr. Usha Mukundan Dr. Jessy Pius from Ruia college will join for Online Audit. Dr Venkatramani said that UGC from Pune accepted but UGC from Delhi is not accepting. Still he has conducted two Online Audits last week. Dr. Venkatramani said that a format can be made for the report.

Ms. Drashti said that formal feedback is not taken but teachers are regularly taking feedback about the session taken Online. Ms. Sakshi said that teachers can incorporate quizzes in the session to make it more interesting.

The meeting ended with Thanks to the Chair.

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