

**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.

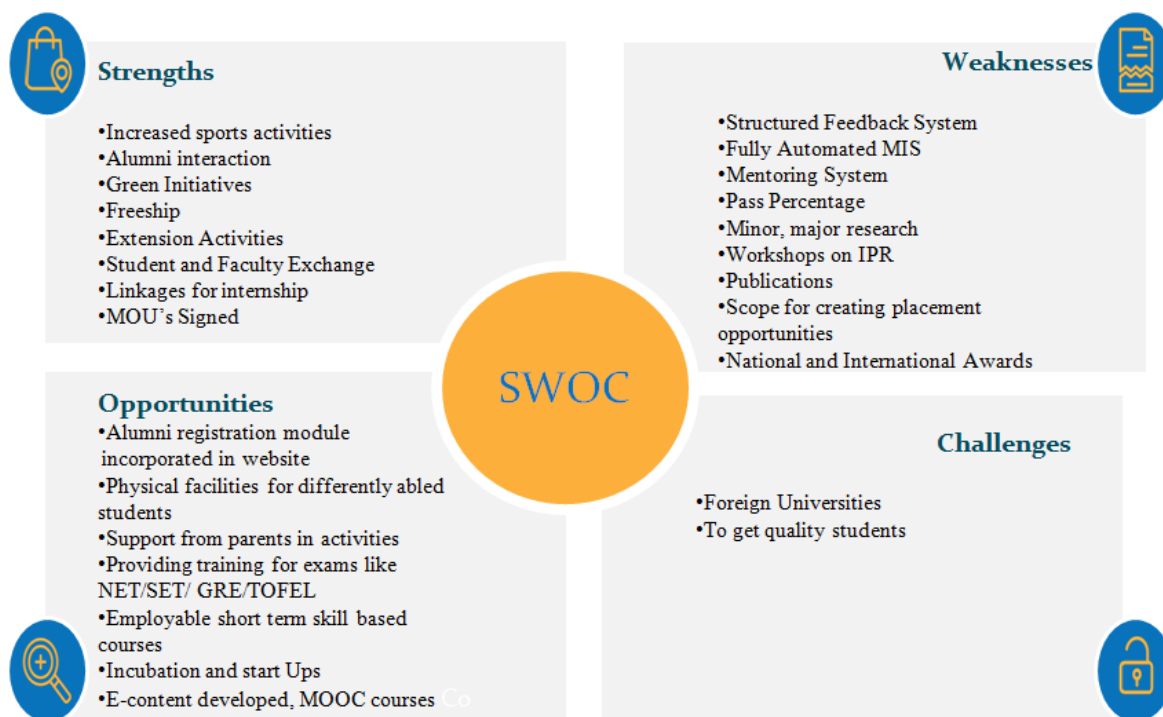
5	Academic and Administrative Audit	Internal audit was conducted online on 30th June 2020. Audit by external members will be conducted once results are declared for all semesters as per the request of the external audit committee.
6	Mission Statement	All the staff members have been involved in a collaborative 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

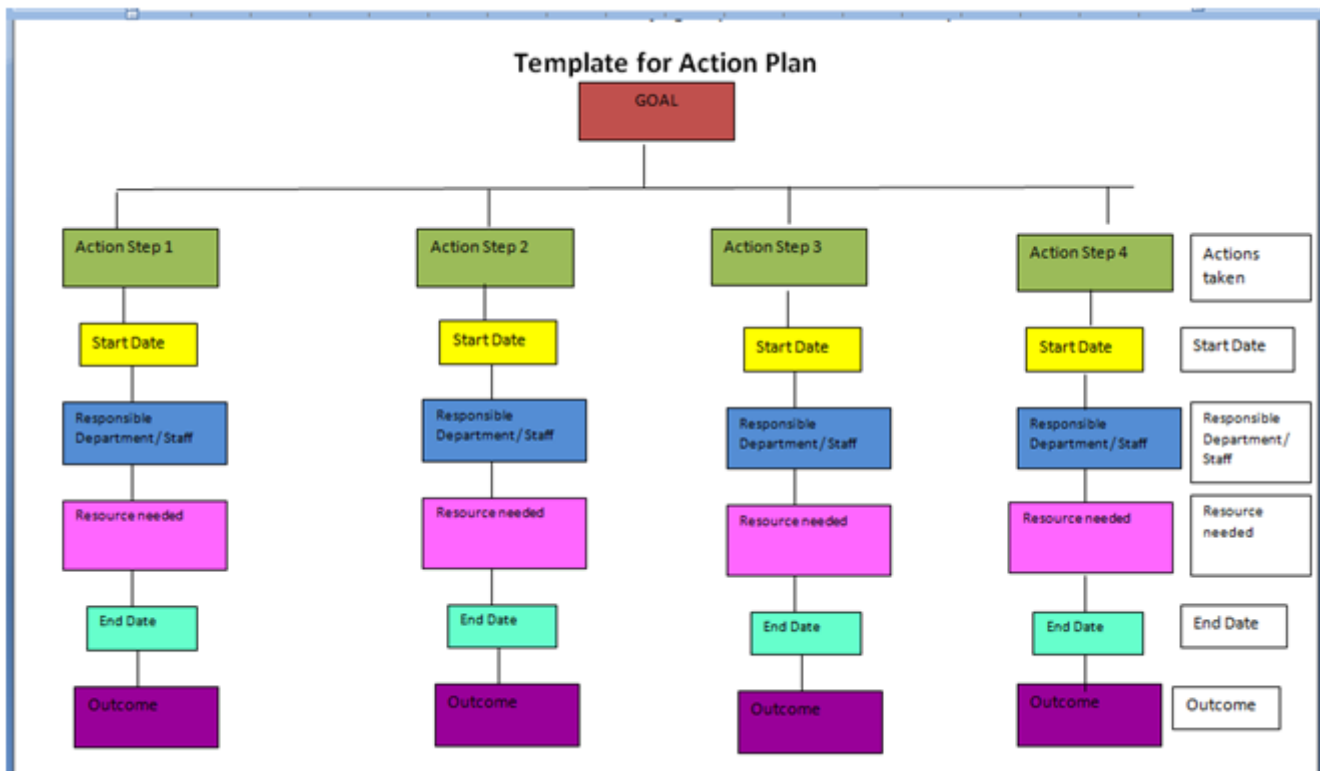
1. Dr. Ranade suggested that the college should have a contingency plan if the lockdown is extended.
2. Ms. Vinaya Vaishampayan presented the pre and post analysis of the exit forms. These exit forms were given in the beginning and during the end of the last academic year.
3. Dr. Ranade observed that 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.

The Meeting ended with thanks to the Chair.

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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 -**

- 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)

### **Management Members-**

- 1) Shri. Pravin Shah (Hon. Secretary SMES)
- 2) 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 -**

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

**Non-Teaching Staff –**

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

Leave of Absence was granted to:

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

External Member: Mr. Ulhas Nimkar (Chairman & Managing Director, NimkarTek 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 LearnCo Learner Online Classroom for conducting lectures during the academic year 2020-2021. To use this classroom all the data like Subjects, Teachers and Students' information, Classroom details are already uploaded on LearnCo Learner Database for SYBSc, TYBSc, SYBCA and TYBCA. Teachers are practicing how to use

	<p>this Classroom online. After the Unit Test Teachers will start using it.</p> <p>Currently, Faculty members are using Google Classroom for sharing E-notes and conducting Tests.</p>
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	<p>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 Topics.</p> <p>To get structured feedback for all programs, we will be designing a feedback form by November.</p>

## **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 at least 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's Empowerment. Also while drafting the Mission Statement we have focused on five important points- it should be clear, inspirational, objective based, outcome based 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 do-able 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.

1. Ms. Navaz enquired whether the amount collected from Alumna was sufficient to cover the fees of the needy students or was there any shortfall. Dr. Mala replied that we were giving students the freship in installments. All those students who were not able to pay the second installment were covered by this amount. For the next academic year, we will need to generate the amount.



2. Dr. Shilpa enquired about the use of SMES email ID. Dr. Mala replied that BMN ID is used for most communication and SMES ID is used for certain official purposes but it basically covers mails of all the Institutes in the Campus.
3. 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 MSc 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.
4. 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.
5. Dr. Venkatramani suggested taking feedback from 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 brackets 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 alumna donation was free for students or repayment would be done later. Dr. Mala replied that to give all the needy students 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 year alumna 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:

1. The first two points, states the percentage of work that has been done, so similarly for other points, percentage of Achievement and Failure should be given.
2. 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.
3. In the third point, it is mentioned that the B.Sc. Practical classes are completely differed. Dr. Ranade highlighted this point in the open discussion as well. She observed that if not the wet lab, and then explanations of the experiments, there are different ways to conduct the practical like how to write a 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 to mention what percentage has been conducted of the BSc practicals.
4. 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.
  5. Other observations include the following:
    - a. For evaluation, add 100% success to the contingency table.
    - b. 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 the percentage of success achieved.
    - c. Dr. Ranade suggested that the following points should be added in the Contingency Plan and presented in the next meeting:
    - d. Is the website updated?
    - e. What is the footfall of students on the website?
    - f. Research and Publications completed by the staff.
    - g. How the College is handling the goals and problems of Non-teaching staff.
    - h. 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?
    - i. How is IQAC monitoring the performance of the Departments and work done by the staff?
    - j. 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?
  6. All these points will show how efficient the Institution was during the Lockdown period. Dr. Mala assured that these points would definitely be incorporated and thanked Dr. Ranade for the invaluable suggestions.
  7. 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.
  8. 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.
  9. 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.
  10. Mr. Pravin Shah suggested that since the transport is now available, by maintaining Social Distancing practical sessions could be started. Dr. Mala replied that up to 31<sup>st</sup> October as per the directives, college cannot be open for students.
  11. 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.
  12. Dr. Mala complimented the Examination Committee for smooth conduct of exams and for working tirelessly.
  13. 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 are three different posts, Chief Controller of Examination, Controller of Examination and Deputy Controller of Examination.
  14. The student representatives, Ms. Drashti and Ms. Sakshi complimented teachers for all the efforts taken to teach online. Also, they shared 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 shared her apology for joining the meeting late as she was facing a network issue. Dr. Mala asked new students representatives to give their feedback and suggestions to Ms. Kavita for improvement of the system.

15. 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, for the Utilisation Certificate we have to get the audit done. She also informed that instead Dr. Usha Mukundan Dr. Jessy Pius from Ruia College will join for Online Audit. Dr Venkatramani said that UGC from Pune is accepting online audits but UGC from Delhi is not accepting the same. He himself had conducted two online audits last week. Dr. Venkatramani said that a format can be made for the report.
16. Ms. Drashti said that formal feedback on online teaching methodologies 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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**Minutes of 2<sup>nd</sup> Internal Quality Assurance Cell (IQAC) Online Meeting 2020-21 held on Monday, 15<sup>th</sup> March 2021 at 10.00 am through Online Zoom 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)

**Management Members-**

- 1) Shri. Pravin Shah (Hon. Secretary SMES)
- 2) 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 -**

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

**Non-Teaching Staff –**

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

Leave of Absence was granted to:

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

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

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

Mrs. Vidya Subramanian was granted permission to leave the meeting early as her mother was unwell.

Prof. Dr. Mala Pandurang welcomed all the External Members, Management Members, IQAC Members of Smt. K. G. Shah Law School as observers and Members of the Sports Committee invited to present their prize winning project .

### **Agenda 1: Confirmation of Minutes of 2<sup>nd</sup> IQAC meeting held on Saturday, 24<sup>th</sup> October 2020 and Action Taken Report**

The Minutes of 1<sup>st</sup>IQAC Meeting for the Academic Year 2020-21 held on Saturday 24<sup>th</sup> October 2020 was confirmed along with the Action taken report.

The Action Taken Report of the 2<sup>nd</sup>IQAC Meeting for the Academic Year 2020-21 held on Saturday, 24<sup>th</sup>October 2020.

<b>Point</b>	<b>Action Taken Report</b>	<b>Outcome</b>
RUSA Grant Update	56Webinars, 3 Faculty Development Programmes and 3 Conferences were organised from 16th October to 28 <sup>th</sup> February.	Interaction with Experts from the Industry and Organisations has helped to enhance the students knowledge base  It has been possible to expose students to international faculty and new approaches  Skill-based sessions have been possible using innovative methods such as interaction with artisans.
Revisiting the Mission Statement of the Institute  The Perspective Plan for the College has been submitted and the same has to be consolidated.	A session by Ms. Suman Pai, Trainer, Speaker, Faculty member, IMC RBNQ Award Trust on ‘Strategic Planning and Quality Initiatives’ was organized on 20 <sup>th</sup> February 2021.	The third draft of the Mission Statement is ready after a review by all the Staff Members and Ms. Suman Pai.  Clarity on what is meant by setting goals and long-term strategic plans.  It was understood that we need to tie this up with our Mission statement

Dr. Ranade suggested that the College should have a Contingency Plan if the Lockdown is extended.	The Contingency Plan as attached.																
Feedback on the Curriculum	The Feedback Form for the curriculum is designed and reviewed by IQAC members.	Student-Teacher Feedback has been collected.															
Dr. Shilpa asked the BCA Department to allot credits to the Bridge Courses offered by the Department.	In the BOS meeting held on 18 <sup>th</sup> January 2021, 4 credits were added to the Bridge Course.	It will be put before the Academic Council after having been passed by the BCA BOS.															
Update on AQAR for Academic Year 2019-20	AQAR 2019-20 was uploaded on the NAAC website on 6 <sup>th</sup> February 2021.	AAA was conducted and feedback received for further improvement.															
To add % in MOOC courses	<table border="1"> <thead> <tr> <th>Name of the teacher</th> <th>Name of the module</th> <th>% work done</th> </tr> </thead> <tbody> <tr> <td>Mr. Shahjahan Khan</td> <td>Introduction to HTML</td> <td>90</td> </tr> <tr> <td>Dr. Roma Gandhi</td> <td>Posture</td> <td>on maternity leave</td> </tr> <tr> <td>Mrs. Bijal Dedhia</td> <td>Fundamentals of Textiles</td> <td>85</td> </tr> <tr> <td>Dr. Pradnya Ambre</td> <td>Introduction to Quality Control of Textiles and Garments</td> <td>80</td> </tr> </tbody> </table>	Name of the teacher	Name of the module	% work done	Mr. Shahjahan Khan	Introduction to HTML	90	Dr. Roma Gandhi	Posture	on maternity leave	Mrs. Bijal Dedhia	Fundamentals of Textiles	85	Dr. Pradnya Ambre	Introduction to Quality Control of Textiles and Garments	80	Recording of the same has been completed despite the lockdown
Name of the teacher	Name of the module	% work done															
Mr. Shahjahan Khan	Introduction to HTML	90															
Dr. Roma Gandhi	Posture	on maternity leave															
Mrs. Bijal Dedhia	Fundamentals of Textiles	85															
Dr. Pradnya Ambre	Introduction to Quality Control of Textiles and Garments	80															

	Mrs. Manjot Kaur	Basic Introduction to Software Engineering	80	
	Ms. Sonu Mishra	Gluten free – A trend or necessity	80	

### Progress of the Focused Areas

Point	Action Taken Report	Outcome
New short term Skill-Based, Value-Added, Remedial and Bridge Course for students coming from other disciplines and weak students of respective subjects	<p>This is the list of new Courses started and passed by BOS:</p> <p>A bridge course in Tourism and Hospitality Management by the Resource Management Department</p> <p>Value Added Courses offered by PGDSSFN &amp; MSc CND</p> <ol style="list-style-type: none"> <li>1. Scientific Writing for PGDSSFN (2nd Semester)</li> <li>2. Nutritional Biochemistry</li> <li>3. Human Anatomy &amp; Physiology for MScCND</li> <li>4. A Value-Added Course in Human Physiology for MSc CND</li> </ol> <p>Short term Courses offered by MSc CND</p> <ol style="list-style-type: none"> <li>1. Food Product Development with different Clinical Perspectives for MScCND in collaboration with MRC(Medical</li> </ol>	Various short term and Value Added Courses started by the Department

	<p style="text-align: center;">Research Center, Kasturba Society Vile Parle)</p> <p>Computer Department:</p> <p>1 Bridge Course in Mathematics</p> <p>2 Competitive Exam Training</p> <p>3 Android App Development Training</p> <p>4 Advance Python Programming</p> <p>5 Advance Spreadsheet (Multidisciplinary)</p> <p>6 Introduction to German Language</p> <p>7 Basic German Language</p> <p>8 Beginners German Certificate Course</p> <p>9 Understanding of One's Self</p> <p>10 Enhancing Communication Skills</p> <p>11 Exploring One's Potential</p> <p>12 Group Discussion Techniques and Practice Session</p> <p>13 Placement Preparation</p> <p>14 Corporate Training</p> <p>15 Remedial English I</p> <p>16 Remedial English II</p>	
<p>Feedback mechanisms for all stakeholders (parents, alumni and teachers)</p>	<p>The Feedback Committee was formed and 16 Feedback Forms were created.</p>	<p>16 Feedback Forms are created and reviewed by the Principal and Senior Staff Members of the College. Now, these forms will be sent for external review. After we</p>

		receive the software from RUSA, we will implement them.
Increase the use of ICT and E-Learning Resources	<p>Orientation on Swayam as per SNDT Women's University registration was done for Teachers and all the FY students.</p> <p>Successful Registration with Coursera on Campus Program</p> <p>On 29<sup>th</sup> September 2020, Dr. Vrushali Datar, as a SWAYAM coordinator, oriented FYBCA students on SWAYAM courses.</p> <p>IQAC of Dr. B. M. N. College of Home Science along with IQAC of Smt. M. M. P. Shah organised an E-content workshop for 41 staff members of Dr. B. M. N. College of Home Science, Smt. H. M. N. Junior College of Home Science and Smt. S. C. N. Institute of Polytechnic on 9<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> and 22<sup>nd</sup> December 2020.</p>	<p>159 students and 15 staff members completed courses from Coursera.</p> <p>Nominated for the Coursera Scholarship offered by the Commonwealth of Learning (Canada) to support academic skilling and upskilling requirements during the Covid-19 Pandemic. It is being offered to select eligible Indian citizens. Under this scheme, unlimited and free access is given to over 5000 courses from Internationally renowned universities such as Columbia, Carnegie Mellon and Duke universities for online professional development.</p> <p>Dr. Rupali Sengupta Ms. Sonu Mishra Ms. Bhavisha Sancheti Ms. Kavita Karapurkar Ms. ManjotKaur Saini Ms. Sharada Sirisilla</p> <p>Ms. Sonu Mishra was selected as a Developer to develop an OER (Open Educational Resource) by Open Education for a Better World (OE4BW) on 13<sup>th</sup> January 2021.</p>
Involvement of parents as a stakeholders in the College activities	The Human Development Department organized the Panel discussion of 8 parents in the RUSA sponsored webinar 'How to parent a Teenager? Challenges and Solutions on 26 <sup>th</sup> September 2020. Total 261 registrations	3 Departments organised sessions where parents were involved.



	<p>including students, parents, professionals.</p> <p>13 parents have participated in the Alumina lead National webinar on Recent Advances in Diabetes Management during Pandemics organised by MSc CND on 21st December 2020.</p> <p>PTA of BCA department organised a workshop on 'Benefits of Acupressure' by Ms. Sushila Gada, mother of alumina Ms. Hiral Gada(2012-13) on 10th December 2020. 175 BCA students along with their parents attended the session.</p>	
Physical facilities for differently-abled students	<p>The form on 'Inclusiveness in Education' was shared with FYBSc and FYBCA students on 26th November 2020.</p> <p>Analysis of the Form has been completed.</p>	
Research and Publication / Strengthening ideation and incubation cell	<p>All unaided staff submitted the proposal for research to the STRIDE committee.</p> <p>MSc CND &amp; PGDSSFN has collaborated with AFSTI, Mumbai for an ideation cell of Dr. BMN College.</p> <p>UGC STRIDE Centre for Research Capacity Building organized a Minor Research Proposal writing competition for the unaided faculty members on 24th November 2020.</p>	<p>List of Alumina as entrepreneurs :</p> <p>TSAD Specialization</p> <ul style="list-style-type: none"> <li>● Ms. Poonam Ratangharya, Co-Director, 7th Sense, Deals with Export of Embroideries. Computer Department</li> <li>● Ms. Sneha Valalla (2019-20) along with her husband has started her own company 'SS Consultancy' for Insurance and</li> </ul>

		<p>Investments) from January 2021.</p> <ul style="list-style-type: none"> <li>• Sophia Surve with two of her batchmates (2018-19) and Ms. Nafisa Kapasi(2019-20) have registered their startups.</li> </ul> <p>6 students from MScCND Part II have registered under Ideation Cell</p> <p>The proposals of 4 groups of staff members were shortlisted on 16th December 2020 for having the potential to be applied for a grant by Management under the Minor Research. (List is submitted as Annexure)</p> <p>A Mentoring Interaction session by Dr. Ravikala Kamath was organized for these 4 groups on 19th December 2020 and the revised proposals were submitted on 4th January 2021.</p>
Intellectual Property Rights	RUSA sponsored 3 days National Webinar was conducted on 'Intellectual Property Rights & Cyber Laws' from 29 <sup>th</sup> October to 31 <sup>st</sup> October 2020.	590 people from 12 countries & 22 Indian states participated in the webinar.
Strengthening the linkages for students' placements with industries	<p>Registration of the TYBSc and TYBCA &amp; MSc CND students is done under the placement cell.</p> <p>Training for Competitive Exams was organized by the Placement Cell for all the SY and TY students of B. Sc and</p>	<p>6 TYBCA students got placed with Deloitte as an Associate Analyst with a package of 4 lacs pa.</p> <p>3 TYBCA students got placed with Larsen and Toubro as</p>

	<p>TYBCA from 2nd to 4th November 2020.</p> <p>A Virtual Campus Interview for Infosys was organised. Results are awaited on 12th December 2020.</p> <p>A Virtual Campus Interview for Infosys was organised. Results are awaited on 21st December 2020.</p>	<p>Software Engineer Trainee with a package of 2.6 lacs pa.</p> <p>1 TYBCA student got placed with WIPRO Limited as a Scholar Trainee-work integrated learning program with an annual package of Rs. 1.80 lac for the first year. She will be sponsored by MTech program-BITS from the company.</p> <p>BSc alumina Ms. Punam Ratangrahya has placed BCA alumina Ms. Namrata Bagwe (2019-20) in Embroidery bead as E-Commerce and Digital Marketing Assistant.</p>
<p>Strengthening Alumnae Involvement/ Registration Module incorporated in the website</p>	<p>There are 830 Alumna registered to date. Under the Scheme BMN 'Saath Sahyog' Rs. 4,84,811- / has been collected from alumna and their family members and friends as support towards economically weak students during the Lockdown period.</p>	<p>66 new alumna registered from November till date.</p> <p>Rs.50000- collected from November till date.</p>

## Agenda 2: Matters arising from the Minutes

Dr Ranade enquired about the analysis of the forms on attitude towards inclusiveness on campus. Ms. Vinaya reported that six students in the College have a learning disability. Dr. Mala informed everyone that the College will be setting up an exclusive Center for Visually Challenged students and it will be open for all students on the campus and also to the students in the vicinity. This point on the inclusiveness of Students in Education on the campus to be discussed in the next meeting.

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

The third draft of the Mission Statement was shared with the members. Shri . Pravinbhai pointed out that when we say women it covers women from all the strata of the society, so'' from different sections ''of society is not required. He mentioned further that the college does not cater to any specific section of society. Dr. Mala reported that the College should have a policy to cater to diversity therefore it is important it is to be a part of the Mission Statement. Dr. Venkatramani suggested that the word

'inspires' should be replaced with 'empowers' and 'different' with 'all' sections of the society. Dr. Ranade agreed with Dr. Venkatramani. It was resolved to approve the Mission Statement after the suggested changes are incorporated. It will now be placed before the college Governing Body.

#### **Agenda 4: Presentation of Examination Reforms**

Mr. Shahajahan Khan (CEO) presented a report on Examination Reforms. Mr. Khan reported that the results of SYBCA and Second year MSc CND were declared in 8 days. Shri Pravinbhai complimented the exam committee for the same. Mr. Khan was requested to share a newly designed marksheet with the external members.

#### **Agenda 5: Presentation on External Academic Audit Report**

Ms. Kavita presented the Academic and Administrative Audit report. Shri Pravinbhai enquired about the last recommendation about the availability of resources offline during the pandemic. To which Dr. Mala replied that the library has made certain resources in a soft copy format. English textbooks and notes are downloaded and are available offline to read. However, the library will be asked to also make physical copies available if students wish to access during the lockdown.

#### **Agenda 6: BEQET Prize Winning Presentation by Sports Committee**

Ms. Paulomi Desai, the Project leader and Dr. Jahnvee Joshi presented the project on 'Sports & Fitness Culture: Quality Management through a Holistic Approach' which won 3<sup>rd</sup> prize at Best Educational Quality Enhancement Team (BEQET) President Award at the 12<sup>th</sup> D. L. Shah Memorial lecture organized by National Centre for Quality Management (NCQM). The Sports Committee members were congratulated for the project and prize. Ms. Nawaz said that this is a good way of empowering students. She suggested that the students should be also trained in handling the groups of outside participants and especially training elders or senior citizens. Dr. Venkatramani asked the Sports Committee to convert the project into a Research Paper and publish it in the Sports Journal or peer-reviewed Journal. Dr. Mala reported that the project has all the interdisciplinary aspects of Nutrition, Sports, Psychology, etc. A positive aspect is that the activities have become student-centric rather than Teacher-centric. Dr. Venkatramani suggested that this can be a Best Practice of the College.

Shri Pravinbhai felt that the focus was mainly on yoga, lectures and the committee could also add, e.g. different dance forms that would motivate more students to enroll.

#### **Agenda 7: Any other matter with the permission of the Chair**

1 Dr. Mala requested Ms. Vinaya to brief everyone about the major selection process wherein there will be a new process. The College has formed an Academic Mentoring for Careers Committee and Academic Career Selection Committee. The Academic Mentoring for Careers Committee has all Heads of Departments and they would be mentoring the Second year students and the second committee will implement all the actions. She presented the timeline of the entire process of major selection. She further shared that a baseline test is planned for the major selection.

Mr. Pravinbhai suggested that like Engineering and Medical, for that Major selection the marks related to only those subjects should be considered. Ms. Vinaya said that this year students, as well as parents, were mentored. The students were also given a Google form to answer the queries. Dr. Bharatbhai praised the impartial initiative.

2 Dr. Bharatbhai requested to circulate the presentations also in advance as those who are attending the meeting on mobile phones, it is difficult to read the content from PPT.

3 The Applied Arts department has started with online classes in Arts and 15 BSc students have registered for the same.

4 Dr. Shilpa complimented the College for all the activities conducted and further said that the College should apply for Ramkrishna Bajaj Award.

- 5 Mr. Pravinbhai enquired whether open-book exams can be conducted now. As most of the students take exams from home, this would help inculcate the habit where the students apply the knowledge instead of just remembering.
- 6 Dr. Mala reported that the College has applied for NIRF ranking and the details were available on the College website. UGC and NAAC require a lot of data on the website, so we are looking at revamping the website to meet these requirements.
- 7 Ms. Sakshi reported that in Social Media there are pop-up messages about online internships. She further clarified that at present as they are in 6<sup>th</sup> Semester and the picture about the internship is not clear. No one knows whether these Online internships are safe or not. Dr. Mala replied that if the College is allowing for any Online internship, it has to go through the College authority. She requested all HODs to talk to their students about enlisting for any Online internships. She also told Sakshi to inform students that the College has not taken any call on whether the internships will be Online or Offline. It depends on the situation. Since Third year students are under University and University has not sent any guidelines. By May the picture is expected to become clear and if it is Online the College will make the necessary provisions. Students should consult HODs before applying for any such internship.
- 8 Dr. Ranade appreciated all the Staff members and complimented them on the manner of presentation and clarity of thoughts which she observed was exemplary.
- 9 Dr. Venkat Ramani added that we could work on the attainment of Program Outcomes. He said that he was willing to help the College with it.

The meeting ended with thanks to the Chair.

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**Minutes of 4<sup>th</sup> Internal Quality Assurance Cell (IQAC) Online Meeting 2020-21 held on Monday, 10<sup>th</sup> July 2021 at 10.00 am through Online Zoom Meet**

The following members were present at the online meeting 2020-21 held on Monday, 10<sup>th</sup> July 2021:

**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. 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 -**

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

#### **Non-Teaching Staff –**

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

Leave of Absence was granted to:

Management Member: Dr. Dilip Trivedi (President, SMES)  
 Shri. Pravin Shah (Hon. Secretary SMES)  
 Dr. Bharat Pathak (Hon. Secretary SMES)

Prof. Dr. Mala Pandurang welcomed all the External Members, Management Members, IQAC Members of Smt. K. G. Shah Law School as Observers.

#### **Agenda 1: Confirmation of Minutes of 3<sup>rd</sup> IQAC meeting held on Monday, 15<sup>th</sup> March 2021 and Action Taken Report**

The Minutes of 3<sup>rd</sup>IQAC Meeting for the Academic Year 2020-21 held on Monday 15<sup>th</sup> March 2021 was confirmed along with the Action taken report.

The Action Taken Report of the 3<sup>rd</sup>IQAC Meeting for the Academic Year 2020-21 held on Monday 15<sup>th</sup> March 2021

<b>Sr. No.</b>	<b>Point</b>	<b>Action Taken Report</b>	<b>Outcome</b>
1	Dr. Ranade enquired about the Analysis of the Forms on Attitude Towards Inclusiveness on Campus.	Random Survey was done of the attitude of 115 students.	Analysis <b>was</b> shared in Enclosure No 1  The Analysis was shared with Xavier's Resource Centre so that they could address some of these issues in the 3 day Workshop conducted by them ( as mentioned below in Point No.: 2)
2	Dr. Mala informed that the College will be setting up an exclusive Center for Visually Challenged Students and it will be open for	3 dayFaculty Development Program titled "I for Inclusion- An Awareness Workshop for Educators" was organized by Xavier's Resource Centre for Visually Challenged Dept.	MOU has been drawn up and is in the process of being signed  College has applied for support to start a Centre

	all students on the campus and also for students living in the vicinity.	for Students with disabilities on 8 <sup>th</sup> , 9 <sup>th</sup> and 10 <sup>th</sup> of April 2021.	through RUSA Grant Reallocation
3	Update on the Mission Statement	Mission Statement has been finalised as follows: To impart Transformational & Accessible Education that Intellectually Stimulates and Academically Empowers Women from all Sections of Society to Gain Personal Strength, Build Self-Reliance, Digital Competence and Enhance Entrepreneurial Skills to Achieve Optimum Empowerment.	It was resolved to accept the same in the College Governing Body on 21 <sup>st</sup> May 2021.
4	Dr. Shilpa complimented the College for all the activities conducted and further said that the College should apply for Ramkrishna Bajaj Award	College will consider the same in the next Academic year.	
5	Shri Pravinbhai Shah enquired whether Open-book Exams can be conducted now.	The Examination Committee discussed the same and a decision was taken to introduce Subjective Questions viz. Online Mode in the Final Examination. The Committee will work towards implementing an Open Book Exam for selected Papers in the next Academic year.	
6	Shri Pravinbhai Shah asked about the availability of Resources offline.	The suggestion was discussed with the Library Staff in the internal IQAC Meeting and permission to call Students physically was sought during the meeting of the SMES Office Bearers.	Students are allowed to visit the Library after taking written permission or by calling the Librarian prior to the visit. They should follow all the required protocol,

			<p>From 21<sup>st</sup> June 2021 Library is open from 10.00 a.m. to 4.00 p.m. (Monday to Friday)</p> <p>10.00 a.m. to 2.00 p.m. (Saturday)</p> <p>Online Resources have been made available to the students. Mrs. Vidya Subramanian has conducted sessions specifically for orienting the Students on how to use Online Resources. The link for the Repository is <a href="https://www.bmncollege.com/library/">https://www.bmncollege.com/library/</a></p>
7	Dr. Venkatramani asked the Sports Committee to convert the BEQET Project into a Research Paper and publish it in the Sports Journal or Peer-reviewed Journal.	Dr. Jahnavee Joshi and Mrs. Paulomi Nair from the Sports Committee are working on the Research paper.	Abstract for the same has been sent for consideration to an International E-Conference organised by the Sports and Management Research Institute Ernakulam, Kerala.
8	Dr. Venkatramani suggested that we could work on the attainment of Program Outcomes	<p>The FDP on 'Attainment of Program Outcomes and Course Outcomes' was conducted from 27<sup>th</sup> May to 29<sup>th</sup> May by Mr. Shrihari Pingale, NAAC Assessment and Accreditation Mentor.</p> <p>All the Staff Members were asked to formulate Program Outcomes and it was shared with Mr. Shrihari for the feedback.</p> <p>Departments have revisited the Course Outcomes</p>	The Program Outcomes and Course Outcomes are ready and it will be uploaded on the website shortly
9	Presentation by Ms. Vinaya on new process for selection to Specializations in 4th Semester B.Sc	The Baseline Test was formulated by including Questions from all the Specializations, Questions on Language and Logical Thinking.	The new system of Selection was put into place in the Academic year 2020-2021 for allocation of Specializations. A Baseline Test was conducted on 20 <sup>th</sup> March 2021, and thereafter a Merit



			List was drawn up on the basis of aggregate of marks of 3 Semesters and Baseline Marks .
10	Courses to be introduced in Fine Arts for interested Students	A Short Certificate Course was conducted by the Applied Arts Department for 15 interested Students	9 Students completed the Course and were issued Certificates.
11	Internship for TYBSc students which will have to be reconsidered due to the lockdown.	Departments formulated Alternatives to the Internship Program for TY students as Physical Internship was not possible under the Lockdown circumstance	List of Alternatives in the Enclosure No.: 2

## Agenda 2: Matters arising from the Minutes

1 Dr. Ranade enquired about the effectiveness of the Analysis of the Survey conducted on Inclusiveness, to which Ms. Vinaya replied that the Pilot Study was done on FYBSc Students. The session by the College Counselor was organized and she covered the Questions asked in the Questionnaire during the Session. She also reported that the College Repository has all sessions conducted by Staff Members and that they were looking forward to sharing them with students of other Colleges as well. Dr. Ranade mentioned that since the number of differently-abled students is very less, the Slow and Advanced Learners can be given more attention in terms of Inclusiveness. Ms. Vinaya also reported that with the spreading of awareness about Inclusiveness, Ms. Sakshi Mhatre from TYFSN has created Games for Mentally Challenged Students as a part of her Internship. Dr. Ranade further emphasized that the Committee on Inclusiveness can use the RUSA Grant for creating the Resources and sharing them with the other Colleges as well. This can be represented as the Best Practice of the College next year.

2 Ms. Nawaz complimented everyone about the Activities conducted inspite of the lockdown.

## Agenda 3: Update on Mentoring Process

Dr. Kirti Pathak presented the structure of Mentoring Process. Dr. Ranade enquired about whether the College has collected feedback on the earlier Mentoring System and this Mentoring System. Dr. Mala asked Feedback Committee to look into this and make the required changes.

As for Autonomy and NAAC Procedure, the Mentoring of new Recruits by Senior Staff Members is mandatory. Dr. Mala said that the IQAC will work towards a more structured Induction Program for new Recruits. Dr. Shilpa complimented the College for the new Mentoring Process. Student Representatives also complimented the College about the new Mentoring System as they were benefitted by the Sessions conducted. Dr. Ranade suggested that College should organize sessions for Mentors also. Mentoring of Administrative Staff is also required.

Dr. Venkatramani appreciated the Mentoring Ratio of Students and Teachers. He also suggested to highlight the role played by IQAC in Methodology of Mentoring.

#### Agenda 4: Analysis of Student Satisfaction Survey

Dr. Ranade suggested preparing the Comparison Report of SSS of last year and this year. Dr. Venkatramani asked to rework on the SWOC Analysis. In the Strengths how Autonomy has helped the College should be reflected.

#### Agenda 5: Proposed Gender Audit

Ms. Kavita presented the Outline of the Gender Audit Report prepared by the Committee. Dr. Mala enquired whether it was mandatory to include about Third Gender in the Admission Form. To which Dr. Ranade and Dr. Venkatramani replied that there is no mechanism or guideline w.r.t. third gender. Ms. Kavita reported that by end of July, the Data will be collected and sent to the External Expert. Dr. Ranade mentioned that there is a need for one male member in the Gender Audit Team.


**Agenda 6:** Report of Plan of Action chalked out by IQAC at the beginning of the Academic year towards Quality Enhancement and the Outcome achieved by the end of the Academic year 2020-21

<b>Point</b>	<b>Plan of Action</b>	<b>Outcomes</b>
Revisiting the Mission Statement	<p>A Session on “Mission, Vision &amp; Objectives” by Ms. Suman Pai, Senior Examiner and Faculty for RBNQA on 20th August,2020.</p> <p>Staff Members were divided into 4 groups &amp; were asked to submit the Mission Statement after brainstorming. An Interactive Session was organized on 16<sup>th</sup> October 2020 and the Third Draft of the Mission Statement was prepared.</p> <p>Then it was presented before the Management Members, IQAC Members and Governing Body wherein it was resolved to accept the same from Academic year 2021-2022.</p>	The mission statement of the institution is changed and it will be implemented from academic year 2021-22.
New Short Term Skill-based, Value-added, Remedial and Bridge Course for Students admitted from other Disciplines and weak Students in respective subjects	<p>The Courses were initiated with the purpose of Skill Development, Employability and Entrepreneurship.</p> <p>The Bridge Course is conducted to fulfill the prerequisites.</p>	29 Value-added Courses for BSc, BCA and MSc and 3 Bridge Courses MSc CND, PGRM and BCA Department, with Credits were passed by BOS and implemented in this Academic year.

<p>A Feedback Mechanism for all Stakeholders (Parents, Alumni and Teachers)</p> <p>B Student Survey and analysis</p>	<p>16 Feedback Forms covering Feedback on Curriculum from all the Stakeholders, Student-Teacher Evaluation, Guest Lecture, Feedback on Library Facilities, Parent Teacher Association, etc. were created and reviewed by the Principal and Senior Staff Members of the College.</p>	<p>Totally 9 forms implemented.</p> <p>5 Curriculum Feedback</p> <p>1 Student Satisfaction Survey</p> <p>1 Student-Teacher Evaluation</p> <p>1 Project Evaluation (BCA)</p> <p>2 Mentoring</p> <p>2 Internship</p>
<p>Increase use of ICT and E Learning Resources</p>	<p>Under Pandemic the Online Resources were shared with the Students and later on made available in the College Repository.</p> <p>The College has registered for the Coursera on Campus program &amp; has been given 4000 Free Licenses .This opens up an opportunity for Students and Teachers to enhance their knowledge and bag Certifications for 3500+ courses from some of the World Class Universities &amp;Companies.</p> <p>The College has purchased the ZOOM Platform for a period of one year to conduct Webinars, Meetings, Conferences and Examinations.</p>	<p>The Institutional Repository contains details of Papers presented in Conferences Seminars, Published Papers In Journals, Books or Book Chapters published by the Faculty since 2011 . It holds Digital Material like Online Lectures, PowerPoint Presentations, Question Papers of previous years etc., that an Institution offers for all its Stakeholders.</p> <p>Faculty make use of various ICT tools like Google Classroom, YouTube Channel, Slideshare, Animoto, Google Forms for conducting online lectures and online examinations.</p> <p>The College 159 students and 15 Staff Members completed courses from Coursera.</p> <p>Under BMN Coursera Program, 7 Staff Members, 30 TYHD, 7 TYRM, 11 TSAD and 23 BCA Students completed 78 courses.</p> <p>There are 4 Staff Members from BCA Department who have availed the Coursera Scholarship from Commonwealth of Learning (Canada) for Upskillingof Knowledge. Totally 15 courses are done by them.</p> <p>Ms. Sonu Mishra was selected as a developer to develop an OER</p>

		(Open Educational Resources) by Open Education for a Better World (OE4BW) on 13 <sup>th</sup> January 2021.
Involvement of Parents as Stakeholder in College Activities	<p>The Human Development Department organized the Panel Discussion of 8 Parents in the RUSA sponsored Webinar ‘How to Parent a Teenager? Challenges and Solutions on 26<sup>th</sup> September 2020. Total 261 Registrations including Students, Parents, Professionals.</p> <p>13 parents have participated in the Alumina lead National Webinar on Recent Advances in Diabetes Management during Pandemics organised by MSc CND on 21st December 2020.</p> <p>PTA of BCA Department organised a workshop on ‘Benefits of Acupressure’ by Ms. Sushila Gada, mother of Alumina Ms. Hiral Gada(2012-13) on 10th December 2020. 175 BCA students along with their parents attended the session.</p> <p>On 8th March 2021, a Webinar was conducted on “Menopause” organised by the ND Department. 27 parents and 37 Outsiders attended along with students of the ND and FSN departments. Total beneficiaries were 111.</p> <p>Parents Feedback was also taken on the Curriculum.</p>	4 Departments organised sessions wherein Parents were involved
Physical facilities for differently abled students	Differed due to Lockdown	
Research and Publication	<p>A Research Proposal Writing Competition was organized.</p> <p>A Mentoring Interaction Session by Dr. Ravikala Kamath was organized for these 4 groups on 19th December 2020 and the</p>	The Proposals of 4 groups of Staff Members were shortlisted on 16 <sup>th</sup> December 2020 for having the potential to be applied for a Grant by Management under Minor Research. These Groups

	<p>revised Proposals were submitted on 4th January 2021.</p> <p>Encouraging Teachers to publish papers</p>	<p>will present the progress on 14<sup>th</sup> July 2021.</p> <p>16 Papers in journals, 5 Chapters in Books, 1 Interview and 2 Papers in Magazine from January 2020 till December 2020.</p>
<p>Strengthening the linkages for Students' Placements with Industries</p>	<p>This year due to Pandemic, the Students were not placed for Internship Projects with the Companies.</p> <p>Inspite of Lockdown, the campus placements were held for BCA students</p>	<p>10 TYBCA girls placed in Deloitte, Larsen and Toubro, Wipro Limited under Campus Placement.</p> <p>BSc Alumina Ms. Punam Ratangrahya has placed BCA alumina Ms. Namrata Bagwe (2019-20) in Embroidery Bead as E-Commerce and Digital Marketing Assistant.</p>
<p>Intellectual Property Rights</p>	<p>RUSA sponsored 3 Day National Webinar was conducted on 'Intellectual Property Rights &amp; Cyber Laws' from 29<sup>th</sup> October to 31<sup>st</sup> October 2020. 590 people from 12 countries &amp; 22 Indian States participated in the webinar.</p> <p>80 TYBCA Students and one Faculty Member attended the Inter-collegiate Webinar on "Intellectual Property Rights" conducted by Mr. Vijay Kumar Shivpuje organized by Department of Computer Applications of Shri. P. N. Doshi Women's College, Ghatkopar, on the occasion of World Intellectual Property Day on 26th April 2021</p> <p>Organized a Rusa sponsored Session on "Copyrights - Ownership &amp; Enforcement" conducted by Ms. Srividya Vutha (IPR Legal Advisor &amp; Copyright Expert) for 80 TYBCA students on 12<sup>th</sup> June 2021.</p>	

<p>Strengthening Alumnae Involvement/ Registration Module Incorporated in website</p>	<p>Registration of alumnae through Google Form</p> <p>Alumnae Donation</p> <p>The Creativesfor BMN Success Story was an idea initiated by the Alumnae Committee of the College.</p>	<p>There are 843 Alumna registered to date.</p> <p>under the Scheme ' BMN Saath Sahyog' Rs. 4,84,811- / has been collected from alumna and their family members and friends as support towards economically needy students during the lockdown period.</p> <p>The first Creative was posted on 20<sup>th</sup> April 2021 and till now 10 such Creatives have been uploaded</p>
<p>Strengthening ideation and incubation cell.</p>	<p>The incubation Cell organized 2 Webinars for 21 BSc, MSc and 21 BCA Students in collaboration with Manush Labs, MIT, Boston on 'Overview of Digital Marketing and its Future'and 'Anything about Product, Market and Packaging'.</p> <p>College level Logo Design Competition was organized which was judged by Mr. Krishna Pawar, Sr. Creative Director, Concept Communication. The winners were declared.</p>	<p>The winning Logo will be used for the Incubation Cell. The tag line is <b>WINGS</b>-<b>W</b>omen's <b>I</b>ncubation cell for <b>G</b>rowth and <b>S</b>upport".</p> 

#### Agenda 7: Any other Matter with the Permission of the Chair

- 1 Ms. Dolly shared the problem faced by students due to lot of Assignments given to them and requested to spread out the Assignments so that it is not stressful to the Students. Mr. Khan informed that in BCA, students were given the department planner to the so that Exams and Assignments do not clash with each other. Dr. Mala assured Dolly that this point will be taken into account for the next Semester.
- 2 Dr. Shilpa thanked Mr. Nimkar for the generous Freeship given to the students. She also thanked all the external members for their valuable feedback given for the progress of the College. She gave compliments to Ms. Vinaya for winning a prize in Avishkar, Dr. Mala for her interview by collegeduniya, HD Department for International Balmela and BCA Department for the webinars conducted.

- 3 Dr. Mala complimented Mr. Khan for the efforts put in for freeship work. She thanked Shriya Mahendra Nanavati, for the generous donation towards datapacks for the needy students. Dr. Mala informed everyone about the retirement of ever enthusiastic Ms. Anuradha and gave best wishes for her retired life.
- 4 Dr. Ranade mentioned that next time a meeting was planned, the time for discussion in the Meeting duration included. She also asked that the report of all the activities of IQAC should be prepared and shared with external members for their Feedback.

The Meeting ended with thanks to the Chair.

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### **The Action Taken Report of the 4<sup>th</sup> IQAC Meeting for the Academic Year 2020-21 held on Monday 10<sup>th</sup> July 2021**

<b>Sr. No.</b>	<b>Point</b>	<b>Action Taken Report</b>	<b>Outcome</b>
1	Dr. Ranade mentioned that since the number of differently-abled students is very less, the Slow and Advanced Learners can be given more attention in terms of Inclusiveness.	Before the commencement of Semester, a Baseline Exam is conducted by all the Teachers individually or at the Department level for a better understanding of students' prior knowledge in that particular subject. Based on these exams, the list of weak and advanced learners is decided.	This is will be implemented from the academic year 2021-2022
2	Dr. Ranade further emphasized that the Committee on Inclusiveness can use the RUSA Grant for creating the Resources and sharing them with the other Colleges as well. This can be represented as the Best Practice of the College next year.	The college has prepared a proposal for developing a Resource Centre for the Challenged which will cater to different disabilities and submitted the same to RUSA	College is awaiting for reallocation of amount to proceed with the same
3	Dr. Ranade enquired about whether the College has collected feedback on the earlier Mentoring System and this Mentoring System	In process	
4	As for Autonomy and NAAC Procedure, the Mentoring of new Recruits by Senior Staff Members is mandatory, as well as for Administrative staff	Induction program is planned by the second week of October.	-

5	Dr. Ranade suggested preparing the Comparison Report of SSS of last year and this year.	In process	
6	Dr. Venkatramani asked to rework on the SWOC Analysis.	In process	
7	Ms. Dolly shared the problem faced by students due to lot of Assignments given to them and requested to spread out the Assignments so that it is not stressful to the Students	In this semester, HODs and Class teachers have been asked to make a plan of dates wherein different subject teachers will give assignments and also submit the same.	Planner is made and put into action