

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

**Minutes of the 1st Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 held on Saturday, 5<sup>th</sup> August 2023 at 2:00 p.m. in the Conferenceroom**

The following members were present:

**Chairperson:** Head of the Institution Prof. (Dr.) Mala Pandurang (Principal)

**Members from the Management**

- Shri Pravin Shah (Chairman, SMES)

**One nominee each from Local Society, Students and Alumni**

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

**One nominee each from Employers /Industrialists/Stakeholders**

- Dr. Mandar Talvekar (Head - Content Development, Tata Power Skills Development Institute )
- Mr. Sachin Mhatre (Assistant Teacher, Dosibai Jeejeebhoy High School) (Parent)

**Teachers to represent all levels**

- Ms. Vinaya Vaishampayan (Vice-Principal Academics/ HOD, Food Science and Nutrition)
- Dr. Vrushali Datar (HOD, Resource Management (Hospitality Management)
- Dr Pradnya Ambre (HOD, Textile Science and Apparel Design)
- Dr. Rupali Sengupta (Coordinator, M.Sc. Clinical Nutrition and Dietetics/PGDSSFN)
- Ms. Manjot Kaur (NAAC Coordinator/Assistant Professor, Computer Applications)
- Ms. Mary Saleth (Assistant Professor, Computer Applications)

**Senior Administrative Officers**

- Mr. Shahajahan Khan (Vice-Principal Administration/Controller of Examinations)
- Ms. Vidya Subramanian ( Librarian )
- Ms. Anita Bairisetty (Senior Clerk, Non-teaching Staff)

**IQAC Coordinator:** Ms. Kavita Karapurkar

**Student Representatives:**

- Ms Dolly Jain (FYMScCND)
- Ms Kainat Siddiqui (TYBCA)
- Ms Raina Panjwani (TYBSc)
- Ms Alfiya Shaikh (SYBSc)
- Ms Saima Choudhary (SYBCA)

The following members regretted their inability to attend the meeting and the leave of absence was granted to them by the House:

- Dr. Dilip Trivedi (President - Seva Mandal Education Society)
- Dr. Bharat Pathak (Hon. Secretary SMES)
- Dr. Venkatramani (Joint Secretary, SIES College of Arts, Science & Commerce, Matunga)
- Dr. Shilpa Charankar (Executive Secretary, Seva Mandal Education Society)
- Dr. Jessy Pius - (Head Department Botany / IQAC Coordinator, Ramnarain Ruia College, Matunga, Mumbai)
- Dr. Nilesh Lele (Proprietor, Exelon Marketing)
- Ms. Smita Shetty (Business Head, Connell India Pvt. Ltd.) (Alumni)

Prof Mala Pandurang, welcomed all the members to the first IQAC meeting for the academic year 2023- 2024.

### **Agenda 1: Confirmation of Minutes of 4th IQAC meeting held on 10<sup>th</sup> April 2023 and Action Taken Report**

The minutes of the 4<sup>th</sup>IQAC meeting held on 10<sup>th</sup> April 2023 and the Action Taken Report were taken as confirmed by all members.

### **Agenda 2. Matters arising out of the Minutes**

There were no items.

### **Agenda3. Plan of action for the academic year 2023-24 as per the disclosure of benchmarks for Autonomous colleges**

1. Mrs Kavita Karapurkar presented the benchmarks for assessment of autonomous colleges as posted in the document titled 'Public Disclosure of Benchmarks of the Autonomous Colleges and Universities' on the NAAC website. There are 50 questions for assessment in the document, out of which 17 questions were presented with the requirements of data. The target required for earning points in each question was shared.
2. Prof. Mala Pandurang informed the house that the benchmark for the autonomous colleges is different from that of the affiliated colleges wherein the matrices for assessment for the later have been made considerably simpler. It was also not clear why certain questions are included as they are not part of the Self-Study Report (SSR).
3. The following points and required follow up were discussed criteria wise:

#### **Criteria II**

- Number of sanctioned posts of full-time teachers.
  - Sanctioned post list as under NEP has been prepared and will be presented in the next Governing Body meeting..

### **Criteria III**

- The percentage of teachers doing research projects is less and therefore all HODs were asked to motivate at least one teacher from each department to take up a research project to achieve the required target requirement.
- Mrs Kavita Karapurkar informed the house that according to the present data of teachers as research guides, the points awarded is zero as only Prof Mala Pandurang is a Ph.D research guide. The University is not recognising faculty from self-financed sections as guides and hence this number will remain low.
- Viz question on extension and outreach activities, the departments were requested to follow up with MOUs with some of their internship placement companies so that to achieve the target score of 30 MOUs in the period of assessment. Dr. Vaijayanti Ranade enquired about the status of the MOUs mentioned, Ms. Kavita responded by saying that all MOUs are functional.
- Shri. Pravin Shah suggested that the Departments of Human Development and Bachelor of Computer Applications follow up with an MOU with Manav Seva Sangh.

### **Criteria V**

- Freeship: The college should target providing freeship to students in the range of 20-40 percent of students availing of freeships to score at least 1 point.
- The data regarding the percentage of students placed in the last five years is 34 percent with which we can get only 1 point, therefore the target should be to get the placements for 60-80 percent of our passed-out students to get a score of 3 points.
- All HODs to get the required data & supporting documentation for student progression on an urgent basis.
- Number of awards and medals: Shri. Pravin Shah suggested that we should start providing training to our students from Junior college onwards to qualify for National & International Sports participation.
- Alumni Contribution: There is a possibility of availing 1 point if the funds we receive as a freeship or contribution from alumni is between 10 and 25 lakhs. Shri. Pravin Shah pointed out that female graduates cannot be expected to make financial contributions because of limitations placed on them by their families. It was suggested that contribution to the gold medal by Dr Roma Gandhi can be shown as contribution by Alumna. Shri Pravinbhai suggested that Mrs Chetna Ajmera (who is also an alumna) can be given credit for 5 lakh donations from the Kamalaben Gambirchand family for the gold medal.

### **Criteria VII**

- Target scores to be achieved under the questions related to energy conservation and water conservation were shared. Shri Pravinbhai assured that the Management will look into groundwater recharge as well as light sensors.

### **Agenda 4. Schedule for audits to be conducted in the academic year**

1. The tentative schedule of Audits to be carried out in this academic year e is as follows:
  - i. Academic Audit – September 2023
  - ii. Gender Audit – October 2023
  - iii. Environment / Green Audit- October 2023
  - iv. Administration Audit – December 2023
2. The list of newly introduced courses under NEP was shared. The house was informed that the students' feedback will be taken at the end of semester I and II on the new curriculum.
3. Concern was expressed on the number of publications in UGC Care listed journals. Faculty members should be encouraged to send their papers to good quality journals for publication. and take up research projects along with students. Dr Ranade inquired if there is any provision for taking retired teachers as Research Guides or Co- Guides , to which Prof Mala Pandurang replied that there is no such provision.
4. Dr. Vaijayanti Ranade inquired about the mechanism that would be used to monitor to achieve the target of the data where lacunae are found. Also Mr. Mandar Talvekar inquired what would be the plan of action to achieve the target scores. Mr. Shahjahan Khan suggested that the data presented in the meeting should be shared with all the faculty members.

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

1. Ms Athira - IQAC Coordinator of Anjuman E Islam College was introduced as a special invitee. . Dr BMN College has signed a MOU to mentor the college for its NAAC accreditation processes under the RUS grant. Ms. Athira thanked the institution for conducting guidance sessions under the mentoring program
2. Mr Sachin Mhatre (Parent Representative) was thanked for actively participating in all IQAC meetings and giving valuable inputs. His daughter, Ms. Sakshi Mhatre, has graduated from the institution and he therefore cannot continue in the category of parent- member.
3. Shri. Pravin Shah invited the students to share their suggestions/feedback and participate in the meeting. Ms Kainat Siddiqui (TYBCA) requested for provision of improved training facilities on campus, especially during sports tournaments. Ms. Raina Punjwani (TYBsc) shared that students are made aware of the NAAC criteria & supporting activities. Ms. Dolly Jain (MScCND) spoke positively on the teaching process, co-curricular activities and other initiatives regularly held on campus for student enrichment.
4. Dr Ranade shared that the feedback of students is very important for the NAAC accreditation process. She also suggested the student's members to be more proactive, responsible and spread awareness about the NAAC procedures according to different criteria.

Prof. Mala Pandurang thanked all the members for their presence and valuable suggestions in the meeting. The meeting then terminated with the vote of thanks to the chair.

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**Minutes of the 2<sup>nd</sup> Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 held on Monday, 6<sup>th</sup> November 2023 at 3:00 p.m. in the Conference room**

The following members were present:

**Chairperson:** Head of the Institution Prof. (Dr.) Mala Pandurang (Principal)

**One nominee each from Local Society, Students and Alumni**

- Dr. Vijayanti Ranade (Retired -Vice Principal, G.N. Khalsa College)
- Dr. Venkatramani (Joint Secretary, SIES College of Arts, Science & Commerce, Matunga)

**One nominee each from Employers /Industrialists/Stakeholders**

- Dr. Shilpa P. Charankar (Executive Secretary, SMES)
- Dr. Nilesh Lele (Proprietor, Exelon Marketing)
- Dr. Rachana Rawal (Senior Manager, Glaxosmithkline -Parent)

**Teachers to represent all levels**

- Dr. Vinaya Vaishampayan (Vice-Principal Academics/ HOD, Food Science and Nutrition)
- Dr. Vrushali Datar (HOD, Resource Management (Hospitality Management))
- Dr. Pradnya Ambre (HOD, Textile Science and Apparel Design)
- Dr. Rupali Sengupta (Coordinator, M.Sc. Clinical Nutrition and Dietetics/PGDSSFN)
- Ms. Manjot Kaur (NAAC Coordinator/Assistant Professor, Computer Applications)
- Ms. Mary Saleth (Assistant Professor, Computer Applications)

**Senior Administrative Officers**

- Mr. Shahajahan Khan (Vice-Principal Administration/Controller of Examinations)
- Ms. Vidya Subramanian (Librarian)
- Ms. Anita Bairisetty (Senior Clerk, Non-teaching Staff)

**IQAC Coordinator:** Ms. Kavita Karapurkar

**Student Representatives:**

- Ms. Alfiya Shaikh (SYBSc)

The following members regretted their inability to attend the meeting and the leave of absence was granted to them by the House:

- Dr. Dilip Trivedi (President - Seva Mandal Education Society)
- Dr. Bharat Pathak (Hon. Secretary SMES)
- Dr. Jessy Pius - (Head Department Botany / IQAC Coordinator, Ramnarain Ruia College, Matunga, Mumbai)
- Ms. Smita Shetty (Business Head, Connell India Pvt. Ltd.) (Alumni)
- Dr. Harsha Chopra (Coordinator, Nutrition and Dietetics)
- Ms. Dolly Jain (MSc CND-II, Student Representative)
- Ms. Raina Panchwani (TYTSAD, Student Representative)
- Ms. Kainath Shaikh (TYBCA, Student Representative)
- Ms. Saima Chaudhary (SYBCA, Student Representative)

Prof Mala Pandurang welcomed all the members to the second IQAC meeting for the academic year 2023- 2024. She also welcomed Dr. Rachana Rawal, Senior Manager, Glaxosmithkline (parent of Ms. Khushi Rawal, SYBCA) with a potted plant as a nominee under Stakeholders.

### **Agenda 1: Confirmation of Minutes of 1<sup>st</sup> IQAC meeting held on 5<sup>th</sup> August, 2023 and Action Taken Report**

The minutes of the 1<sup>st</sup> IQAC meeting held on 5<sup>th</sup> August, 2023 and the Action Taken Report were taken as confirmed by all members.

### **Agenda 2: Matters arising out of the Minutes**

1. Dr. Shilpa Charankar inquired about Freeship, asking why our score would only be one point despite offering freeship to numerous students. In response, Prof Mala Pandurang explained that only full tuition fees of students is considered and partial freeship granted to students would not contribute to the count.
2. Dr. Shilpa Charankar also asked if the Skill Development Program under the Rotary Club of Queen's Necklace Unnati initiative which is being provided to needy students be considered as freeship. It was felt that this can come under student welfare schemes.
3. Dr. Nilesh Lele asked about freships under CSR Fund, and in response, Prof. Mala Pandurang explained that obtaining freeship under CSR requires extensive documentation and a thorough procedural process.
4. Dr. Venkatramani suggested that there are several agencies providing freeship opportunities for minority students, particularly those belonging to religious minorities. The college should look into these.

### **Agenda 3: Action taken update for the academic year 2023-24 as per the presentation in the first meeting on 17 benchmarks for autonomous colleges, as disclosed by NAAC**

Mrs. Kavita Karapurkar presented the action taken update as per the presentation in the first

meeting on 17 benchmarks for assessment of autonomous colleges as posted in the document titled 'Public Disclosure of Benchmarks of the Autonomous Colleges and Universities' on the NAAC website, as follows:

1. The percentage of students placed in the last five years stands at 34 percent, resulting in just 1 point. She emphasized the need to aim for a higher score by targeting placements for 60-80 percent of our graduated students, which would earn a score of 3 points. She urged all Heads of Departments (HODs) to gather the necessary data and supporting documentation for student progression which includes ID cards, offer letters, fee receipts, and other pertinent records.
2. Dr. Venkatramani suggested incorporating all data, even those lacking documentation. In response, Prof. Mala Pandurang mentioned that data is typically collected when students request leaving certificates or transcripts. Additionally, she highlighted that the Heads of Departments are asked to gather the data from their respective alumni.
3. Dr. Vinaya Vaishampayan mentioned that a form has been created for the degree award Ceremony to collect data on students engaged in work or pursuing further studies, along with the necessary documents. Prof. Mala Pandurang suggested streamlining this process for greater efficiency.
4. Dr. Venkatramani proposed the creation of a directory where students can share their success stories, which can then be uploaded onto the website.
5. Mrs. Kavita mentioned that data has been collected for students who have qualified for State, National, and International exams over the last five years. She emphasized the need to gather data for exams such as CET, NET, SET, and IELTS. Dr. Venkatramani suggested adding the MSc CND entrance exam to the list of National exams for consideration.
6. Mrs. Kavita highlighted the progress in students' participation in sports and cultural activities at various levels, including State, National, and International competitions. She noted a significant achievement this year with the receipt of a Gold medal in international Gymnastics. Additionally, students have excelled in Chess and Yoga at the intercollegiate level, earning them the opportunity to participate at the Zonal level.
7. Dr. Venkatramani recommended including the balance sheet to display the brought forward amount of alumni contribution. He also suggested registering the alumni association, creating an account, and adding a patron for funds. The patron, however, would not possess voting rights. Additionally, Dr. Nilesh Lele proposed making an appeal for fundraising from alumni.
8. Dr. Ranade suggested that faculty members who guide MSc. students in their research should be eligible to apply for the role of a PhD guide. In response, Prof. Mala Pandurang mentioned that the university has been contacted through a letter regarding this matter, but as of now, there has been no response.

#### **Agenda 4: Plan of action for the academic year 2023-24 as per the remaining questions from benchmarks as disclosed by NAAC**

Mrs. Kavita Karapurkar presented the action taken on remaining questions as per the benchmarks for assessment of autonomous colleges as posted in the document titled 'Public Disclosure of Benchmarks of the Autonomous Colleges and Universities' on the NAAC website. The following points and required follow up were discussed criteria wise:

##### **Criteria I**

- No of certificate /value added courses offered during the last five years are 50. The college has achieved the score of 4. The documentation for all Value added course should be collected.
- 85.71% of programs offered internship, so the score of 4 is achieved. It was suggested that BCA should also include internship under NEP 2020.

##### **Criteria II**

- Current average enrollment of students gives the score of 3.

##### **Criteria IV**

- Percentage expenditure for infrastructure development and augmentation excluding salary is 55.11%. So the current score is 4. It was recommended that housekeeping salaries should not be accounted for under the annual maintenance contract.
- Percentage of expenditure for purchase of books/e-books and subscription of journals/e-journals is 5.61 resulting in a score 2. Mrs. Vidya has been tasked with addressing this matter. Dr. Mala further recommended that, in accordance with the National Education Policy (NEP), the library should consider procuring books in various languages to enhance comprehension for students with a vernacular medium background.
- Percentage of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary is 43.31 resulting in a score of 4.

#### **Agenda 5: Update on Academic Audit and Gender Audits**

Members had been informed of the academic audit conducted in October but the report was pending. The gender audit has been completed, and its report was shared with the members. Administrative and examination audits are scheduled for December, followed by the Library audit in January. Additionally, a green audit is planned before March 2024.

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

Vice Principal, Dr. Vinaya Vaishampayan was congratulated for the successful completion of her doctorate degree. All faculty were commended the entire staff for their dedication and hard work in formulating the syllabus for the implementation of the National Education Policy (NEP) 2020.

Principal Dr Mala Pandurang shared the following noteworthy initiatives by the college:

- State level MOU with G. H. Rasoni Institute of Engineering and Technology, Nagpur



for faculty and student exchange

- National level MOU with Avinashilingam university for faculty and student exchange
- International level collaboration with Wilkes University, Pennsylvania, for a project of 2 credits on 'Co-design and co-development using Python programming language' by students of both the institutions
- Faculty Development Symposium for Young Academic Library Professionals in collaboration with Knowledge Resource Centre, HSNC University, Mumbai in December 2023
- Dr. Delphine Munos, international scholar under a FNRS grant from the University of Liege as visiting scholar from Dec. 8th to Dec. 20th 2023.
- International Conference on "Reconnecting with Roots: Indian Knowledge Systems for the 21st Century" on 12th and 13th January.

Prof. Mala Pandurang thanked all the members for their presence and valuable suggestions in the meeting. The meeting then terminated with the vote of thanks to the chair.

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**Minutes of the 3<sup>rd</sup> Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 held on Saturday, 10<sup>th</sup> February 2024 at 01:00 p.m. in the Conference room**

The following members were present:

**Chairperson:** Head of the Institution Prof. (Dr.) Mala Pandurang (Principal)

**One nominee each from Local Society, Students and Alumni**

- Dr. Vaijayanti Ranade (Retired -Vice Principal, G.N. Khalsa College)
- Dr. Venkatramani (Joint Secretary, SIES College of Arts, Science & Commerce, Sion, Mumbai)
- Dr. Jessy Pius - (Head Department Botany /Ramnarain Ruia College, Matunga, Mumbai)

**One nominee each from Employers /Industrialists/Stakeholders**

- Shri Pravin Shah (Chairman- Seva Mandal Education Society)
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- Dr. Pradnya Ambre (HOD, Textile Science and Apparel Design)
- Dr. Rupali Sengupta (Coordinator, M.Sc. Clinical Nutrition and Dietetics/PGDSSFN)
- Ms. Mary Saleth (Assistant Professor, Computer Applications)
- Dr. Harsha Chopra (Coordinator, Nutrition and Dietetics)

**Senior Administrative Officers**

- Mr. Shahajahan Khan (Vice-Principal Administration/Controller of Examinations)
- Ms. Vidya Subramanian (Librarian)
- Ms. Anita Bairisetty (Senior Clerk, Non-teaching Staff)

**IQAC Coordinator:** Ms. Kavita Karapurkar

**Student Representatives:**

- Ms. Alfiya Shaikh (SY BSc)
- Ms. Dolly Jain (MSc CND-II, Student Representative)
- Ms. Raina Panchwani (TY TSAD, Student Representative)
- Ms. Kainath Siddiqui (TYBCA, Student Representative)

The following members regretted their inability to attend the meeting and the leave of absence was granted to them by the House:

- Dr. Dilip Trivedi (President - Seva Mandal Education Society)
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- Dr. Shilpa P. Charankar (Executive Secretary, SMES)
- Ms. Smita Shetty (Business Head, Connell India Pvt. Ltd.) (Alumni)
- Ms. Manjot Kaur (NAAC Coordinator/Assistant Professor, Computer Applications)
- Ms. Saima Chaudhary (SYBCA, Student Representative)

Prof Mala Pandurang welcomed all the members to the third IQAC meeting for the academic year 2023- 2024.

### **Agenda 1: Confirmation of Minutes of 2<sup>nd</sup> IQAC meeting held on 6<sup>th</sup> November, 2023 and Action Taken Report**

The minutes of the 2<sup>nd</sup> IQAC meeting held on 6<sup>th</sup> November, 2023 which was circulated earlier (with the action taken report) was taken as confirmed by all members.

### **Agenda 2: Matters arising out of the Minutes**

In accordance with the NAAC preparations, Mrs. Vidya informed the committee that though the number of books purchased in this academic year has been less, the library has a very good collection in terms of texts and references for the courses of the college. There have been purchases under the research grant of RUSA. Also, in accordance with the NEP, the library has been procuring course books in Hindi and Marathi to help students from different language backgrounds.

<b>Year</b>	<b>Number of Books Purchased</b>	<b>No. of Magazines &amp; Journals Subscribed</b>
2017-18	403	43
2018-19	302	43
2019-20	221	24
2020-21	158	19
2021-22	97	14
2022-23	144	15
2023-24	137	20
<b>Total</b>	<b>1462</b>	<b>178</b>

### **Agenda 3: Reports of the following audits conducted by the IQAC**

Mrs. Kavita shared the details of all the audits conducted with the action taken on the feedback as given by the external experts.

- (a) Gender
- (b) Academic
- (c) Administrative
- (d) Exam with action taken report

Action taken report was highlighted in the meeting.

Following points were raised for discussion under the administrative and gender audits conducted by the college:

**Administrative audit**

- Fitness report / certificate can be included in the service book as it may be required for pension disbursement.
- Research grant/research award/ refreshers course/ FDP and other important achievements can be included in the service book.

**Gender audit**

- Sessions on POSH should be conducted before the students are sent for internship.
- Policy on gender inclusiveness to be developed.

Library Audit will be conducted in March, 2024. Green and energy audit has to be done as it is a part of NAAC requirement.

**Agenda 4: Presentation of Best Educational Quality Enhancement Team (BEQET) project on 'Inculcating Research Culture on Campus'**

The team (Dr. Pradnya Ambre, Dr. Lakshmi Menon, Dr. Harsha Chopra and Ms. Honey Thakkar) won 2<sup>nd</sup> prize in the BEQET competition for their project on 'Inculcating Research Culture on Campus'. The team gave a detailed presentation on the project. The presentation and the project were appreciated by all the members. External members enquired about the number of industry-based projects and grants received, number of faculty members enrolled or completed Ph. D, number of faculty members who have undertaken minor or major research projects. They also suggested forwarding proposals to other funding agencies for receiving grants, and collaboration of aided teachers with self-financed courses teachers for ICMR, DBT, ICSSR, and other funding agencies, interdisciplinary projects and mentoring of faculty of other colleges.

**Agenda 5: Announcement of NAAC viz change in Accreditation process and action plan**

Prof Mala informed that the college will undergo NAAC 4<sup>th</sup> cycle of accreditation in December 2024. However, with the new norms coming into effect from April 2024; the college would like to wait and understand the new system. The college is also gathering data as per the tentative guidelines of the current system as it will definitely be useful in the new NAAC process as well.

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

1. Prof. Mala congratulated Dr. Vinaya Vaishampayan on being awarded her Ph.D. degree.
2. Mr. Khan informed that 15 students and 4 staff members are going to Nagpur from 22nd Feb and 23rd Feb for the RUSA sponsored student exchange programme with the BCA department of Sadabai Raison College, Nagpur (Autonomous).
3. Dr. Pradnya shared details of the RUSA sponsored international conference organized by the department of Resource Management and Textile Science and Apparel Design on "Reconnecting with Roots: Indian Knowledge Systems for 21<sup>st</sup> Century" on 12<sup>th</sup> and 13<sup>th</sup> Jan 2024. On the first day (online) the following experts were the speakers: Dr. Susan Kay-Williams, Chief Executive, the Royal School of Needlework based at Hampton Court Palace, London. UK; Dr. Harold Goodwin, Professor Emeritus and MD, Responsible Tourism Partnership, UK and Ms. Afsana Ferdousi, Founder, CEO, Sustainable Fashion Designer and Fashion Technology Expert, Bangladesh addressed the participants. The second day had a keynote address by Dr. Jayram Poduwal, M. S. University of Baroda, and thematic presentation of four women poets, a plenary session,

10 oral paper presentations and 37 e-posters. No. of Beneficiaries – 125 from 5 states.

4. She further informed that 6 TY TSAD students had completed the Colour Management of Textiles Certificate course offered by Society of Dyers and Colourists, UK. This course is sponsored by the industry Mr Raj Tanna Founder & MD @ SCHÜTZEN Chemical Group, Biobased Chemistry Innovator. SDC International will be providing 6 students with a certificate which is approved by Royal Chartered UK. The course was conducted by Mr Yogesh Gaikwad Director, SDC International India Pvt Ltd. Students who benefited from this are Ms Raina Panjwani, Ms Zeenat Thakur, Ms Aarati Gounder, Ms Wardasaba Shaikh and Ms Subiya Shaikh
5. Dr. Vinaya and Dr Harsha shared the ongoing project 'Uday' which is a community outreach program sponsored by RUSA and in collaboration with Aseema Charitable Trust. The objective of the project is growth monitoring and nutritional assessment of school children studying in Kherwadi Municipal School Bandra East.
6. Department of Food Service Management and Dietetics of Avinashilingam Institute for Home Science and Higher Education for Women visited Smt. Manjulaben Gunvantrai Shah Department of Post Graduate Studies, M.Sc. CND as part of the RUSA sponsored student faculty exchange program from 12<sup>th</sup> to 16<sup>th</sup> February 2024.
7. Ms. Honey reported on the RUSA sponsored two-day workshop on Disability Studies, titled, "Understanding Disability- Towards a Praxis of Inclusion: A two-day Multidisciplinary National Workshop on Disability Studies" organized by the Department of Human Development and the Departments of Sociology and English of Sophia College for Women (Empowered Autonomous) in collaboration with Centre for Disability Research and Training, Kirori Mal College, New Delhi held on 1<sup>st</sup> and 2<sup>nd</sup> February, 2024. Total no. of beneficiaries: 75 students
8. Balmela- The annual event of the HD department is scheduled on 20<sup>th</sup> February, 2024. Children from schools around Vadala, Matunga, Dadar and Sion are invited for the same. Activities include puppet shows, dramatization, live activities and free play. Also, as a social outreach, it has been extended to the aging population by collaborating with ADHATA Trust whose members have been invited to attend the event. Activities will be conducted for the elderly.
9. To the questions asked about the sustainability of courses under NEP 2020:  
Ms. Kavita replied as follows:
  - ❖ Orientation to junior colleges will be carried out before the institutions close for their examinations
  - ❖ During the board exams, displays will be put up in the campus.
  - ❖ Career counseling to be done in NEET coaching classes especially by the ND department.
  - ❖ Short term courses for junior college students during vacation are planned to motivate them to join the college for undergraduate studies.
  - ❖ Social media platforms to be used to create awareness.

It was suggested to target 10<sup>th</sup> standard students. Distribution of flyers to students to be distributed in the respective residential areas. Bouquets of courses under NEP (2020) such as minor courses, VSE, SEC, AEC should be displayed prominently on the website and on different social media platforms.

Prof. Mala Pandurang thanked all the members for their presence and valuable suggestions in the meeting. The meeting then terminated with the vote of thanks to the chair.

**SEVA MANDAL EDUCATION SOCIETY'S  
DR. BHANUBEN MAHENDRA NANAVATI COLLEGE OF HOME SCIENCE  
(Empowered 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 the 4<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 held on Saturday, 20th April 2024 at 13:00 hrs on online mode.**

The following members were present:

**Chairperson:** Head of the Institution Prof. (Dr.) Mala Pandurang (Principal)

**One nominee each from Local Society, Students and Alumni**

- Dr. Vaijayanti Ranade (Retired -Vice Principal, G.N. Khalsa College)
- Dr. Jessy Pius - (Head Department Botany /Ramnarain Ruia College, Matunga, Mumbai)
- Ms. Smita Shetty (Business Head, Connell India Pvt. Ltd.) (Alumni)

**One nominee each from Employers /Industrialists/Stakeholders**

- Shri Pravin Shah (Chairman- Seva Mandal Education Society)
- Dr. Dilip Trivedi (President - Seva Mandal Education Society)
- Dr. Bharat Pathak (Hon. Secretary SMES)
- Dr. Shilpa P. Charankar (Executive Secretary, SMES)
- Dr. Nilesh Lele (Proprietor, Exelon Marketing)
- Dr. Rachana Rawal (Senior Manager, GlaxoSmithKline -Parent)
- Dr. Mandar (Tata Power Skills development Institute)
- Dr. Venkatramani (External member)

**Teachers to represent all levels**

- Dr. Vinaya Vaishampayan (Vice-Principal Academics & HOD, Food Science and Nutrition)
- Dr. Vrushali Datar (HOD, Resource Management (Hospitality Management)
- Dr. Pradnya Ambre (HOD, Textile Science and Apparel Design)
- Dr. Rupali Sengupta (Coordinator, M.Sc. Clinical Nutrition and Dietetics/PGDSSFN)
- Dr. Harsha Chopra (Coordinator, Nutrition and Dietetics)
- Ms. Manjot Kaur (NAAC Coordinator/Assistant Professor, Computer Applications)
- Ms. Mary Saleth (Assistant Professor, Computer Applications)

**Senior Administrative Officers**

- Mr. Shahajahan Khan (Vice-Principal Administration/Controller of Examinations)
- Ms. Vidya Subramanian (Librarian)
- Ms. Anita Bairisetty (Senior Clerk, Non-teaching Staff)

**IQAC Coordinator:** Ms. Kavita Karapurkar

**Student Representatives:**

- Ms. Alfiya Shaikh (SY BSc)
- Ms. Dolly Jain (MSc CND-II, Student Representative)
- Ms. Raina Punjwani (TY TSAD, Student Representative)
- Ms. Kainat Siddiqui (TYBCA, Student Representative)

The following members regretted their inability to attend the meeting and the leave of absence was granted to them by the House:

- Ms. Saima Chaudhary (SYBCA, Student Representative)

Prof Mala Pandurang welcomed all the members to the fourth IQAC meeting for the academic year 2023- 2024.

**Agenda 1: Confirmation of Minutes of 3<sup>rd</sup> IQAC meeting held on Saturday, 10<sup>th</sup> February 2024 and Action Taken Report**

The minutes of the 3<sup>rd</sup> IQAC meeting held on Saturday, 10<sup>th</sup> February 2024 which were circulated earlier (with the action taken report) were taken as confirmed by all members.

**Agenda 2: Matters arising out of the Minutes**

Dr. Shilpa Charankar sought clarification on two points as reported in the action taken report. She asked how the Career counseling for Nutrition and Dietetics is being done through the NEET classes and also enquired about orientation and counseling done by the BCA department for the MH-CET entrance exams scheduled to be held in May 2024 for admissions to the BCA program.

Dr Harsha Chopra, Coordinator of Nutrition and Dietetics, informed the committee that the department had approached three well-known NEET coaching centers for conducting orientation and sharing information brochures about the Nutrition and Dietetics program as an option for students interested in studying allied medical courses. These centers have requested for this activity to be conducted only after the NEET exam scheduled on the 5<sup>th</sup> of May 2024.

Mr. Shahajahan Khan, Coordinator of the BCA program, responded to the query for the MH CET-exam for BCA admissions. Mr. Khan informed the house that the BCA program will now be under AICTE and that students wanting to opt for the program are required to appear for the entrance exam being conducted by MH-CET. The last date for registration for the exam has been extended to 30<sup>th</sup> April 2024. He further informed that the BCA department has started the process of counseling interested students for the program and also plans to conduct a crash course of 5 days (20 hours) for preparation of the competitive entrance exam.

### Agenda 3: Report of the library audit conducted in March 2024 and action to be taken

- Prof Mala Pandurang informed the Committee that all the mandatory audits for the year – academic, administrative, gender, exam, and library have been completed. Prof Mala Pandurang invited librarian, Ms. Vidya Subramanian, to present the report of the library audit, the action taken, and ‘action- to be taken’ reports.

Mrs. Vidya informed the committee that a 2-external member team comprising of Dr. Antonette Lobo, (Librarian, SIES college, Sion) and Mrs. Neelam Chavan (Librarian, G.N Khalsa College of Arts, Science and Commerce, Matunga) had conducted the audit. The detailed report of the library audit has been shared with the members. The audit team also had interactions with the library committee student members and two interns from SNTD and IGNOU. Mrs. Vidya then presented the recommendations of the audit team and the action taken, as well as further action to be taken.

Recommendations of the audit report	Action taken/ practice in place	Action <u>to be</u> taken
1. E-resources and newspapers to be updated on library webpage	20 e- newspapers of different languages have been put on the webpage and can be accessed everyday online.	<ul style="list-style-type: none"> <li>➤ Some URLs need to be checked as they are not active and the library team is working on it.</li> <li>➤ Also, additional e-resources will be added.</li> </ul>
2. Library rules need to be displayed especially with regards to the number of books issued per student	Notices, rules and regulations are displayed on the Notice board	Notices, rules and regulations will be displayed on the Library web page for easy accessibility.
3. Student suggestion be taken for procuring new books	There is already a suggestions form link on the library webpage	<ul style="list-style-type: none"> <li>➤ Hard copy of the form will be kept in the library for the students to give suggestions when they come to the library.</li> </ul>
4. Demonstration / training of OPAC and N-list should be more in depth. Give N-list login id and passwords to all students of the college who are taking admissions	To be taken up	Will be implemented from next semester/ academic year
5. SWOC analysis of the library to be done	A library evaluation form has been shared with all the students.	<ul style="list-style-type: none"> <li>➤ SWOC will be prepared after library feedback is received from all the students by April end</li> </ul>
6. Extending Library membership to Alumnae and outsiders	Currently Library membership is available to alumnae, teachers who have retired and outside members.	<ul style="list-style-type: none"> <li>➤ Links for membership will be activated on the website.</li> <li>➤ Availability of membership will be publicized.</li> </ul>
7. Usage of Book bank books to be improved	<ul style="list-style-type: none"> <li>▪ Book bank facility at present is used only by junior college students</li> <li>▪ In 2023-2024, the book</li> </ul>	<ul style="list-style-type: none"> <li>➤ To add books according to NEP syllabus from next semester and publicize the scheme of the book bank.</li> </ul>



	bank books not used by BSc and BCA which were old books and out of syllabus or outdated were removed ▪ Book bank lists are put up in library and on the notice boards	
<b>Mission and Vision of the Library</b>	▪ To be done as of now the same statement of the institution is being used.	➤ Will be formulated with the library committee team
<b>Staff inadequacy</b>	-	Requisition to be sent to management for additional staff by the next academic year

Dr. Mala Pandurang asked Mrs. Vidya whether students are aware of the extra facilities such as the requisition slip for suggesting books to be bought by the library and the various links on the web page to which Mrs. Vidya reported that during the induction session at the beginning of each year this information is shared with the students. Dr. Ranade requested information on whether the audit team had any comments about the increase in footfall of students and teachers in the library over the years. Mrs. Vidya informed that in fact post covid there was a reduction in the footfall of students and teachers but that this year there was general increase because of many activities planned for students to visit the library. An unique initiative by the BCA department was the inclusion of library hours in their time table during which students were expected to complete their assignments in the library.

She further informed all members that the Audit team accepted that the trend of physically going to the library has been reduced due to online mode of learning learnt during the pandemic. Mrs Vidya reported that Teachers' footfall has increased as lot of them are involved in research. Another initiative taken by the institution is that the SPSS software required for statistical analysis is installed in the library which makes it convenient for all involved in research to use both the software and the reference material in one place, which is also helping in raising footfall.

Dr. Ranade suggested that when SWOC is done, a comparative study with concrete date of the footfall over the years, and level of success and efforts taken to achieve them may also be carried out. On behalf of management Dr. Shilpa Charankar congratulated Mrs Vidya and the library team on the efforts taken and requested that set deadlines for the action to be taken be met.

Dr. Mala Pandurang requested that in the next IQAC meeting an update/follow-up on the action to be taken and mission vision statement to be framed by the library staff and library committee members be given. She requested Mrs Vidya to qualify whatever inputs are given and also to have a comparative study with previous years' data.

#### **Agenda 4: Decision of the IQAC to opt for new binary accreditation system**

Prof Mala Pandurang informed the committee that in the previous IQAC there was a discussion on the new binary system of accreditation now being introduced by NAAC but as yet no details of the process have been announced by NAAC.

Mrs. Kavita (IQAC coordinator) informed the committee members that the internal members of the IQAC had evaluated the available information and decided to opt for the new process of accreditation.

Mrs Kavita presented the focus areas which the institution had decided to focus on in the next term semester until clear guidelines are available from NAAC on the accreditation process.

Mrs. Kavita shared that according to the Radhakrishnan report and available information at present, the Current Binary System is based on Input, Process and Outcomes. Keeping this in mind the IQAC has decided to focus on these specific areas in the next semester.

Focus area	Plan of action
Curriculum design (Online & Blended learning)	Institution plans to encourage students to take up courses through the Swayam portal and also look at online courses to be developed.
Physical infrastructure upgrades	The Textile Science and Fashion Design department has a museum for conservation of traditional textiles which they will now upgrade and also include artifacts.  For Divyang students- Existing washrooms will be refurbished to make it disabled friendly.
Pedagogical approaches	Expeditionary, Game based learning, Kinesthetic learning etc shall be explored to enhance teaching and learning processes

Focus area	Plan of action
Increase Variety of Evaluation techniques	Open book exams and Take-home exercises will be included as a part of the course evaluation.
Extended curriculum engagements	Hackathons to be conducted
E- governance	Samarth e- governance platform will be used to improve processes still not in place
Student & Employee welfare	Institution would like to conduct a safety audit to check measures for safety on campus.
Sustainability- green initiatives	Energy audit to be conducted.

As attainment of course and program outcomes will definitely be a part of the assessment process, Dr. Vinaya Vaishampayan was asked to present the system being followed at present.

Dr. Vaishampayan informed the committee that the first activity taken up for this was the mapping of the course outcomes and program outcomes by each department for each subject.

Attainment was measured through the direct process of evaluation. The curriculum for all subjects was designed considering vision, mission, objectives, program outcomes, and program specific outcomes. A Structured procedure of examination and assessment to assess the learning outcomes is in place, therefore the results will indicate whether the outcomes have been achieved.

In the first year 2021-22, average marks for each subject of final year students were computed at the end of the term. Student performance was classified as average, below average and above average, using the average marks as a baseline for each term. Students' percentages in both terms were compared to the established benchmark at the end of the academic year. Minimum 50% in each semester was required to meet the criteria for achievement of the program outcome.

Therefore if a student obtains 50 percent or more in both semesters, the Program Outcome in terms of marks was said to be achieved.

A similar process was followed for the academic year 2022-23 except that the final benchmark was raised to 55 percent. Additionally, it was ensured that question papers were designed keeping course outcomes in mind.

This year 2023-24 the same process has been followed but calculations for attainment included all subjects taught in the institution for all the three years. A structured feedback was taken at the end of this year assessing skills learnt and probable employment from first year students who have studied the newly designed curriculum will be included. Also, feedback obtained through the placement supervisor/ external jury will be used to measure outcomes.

Dr. Mala Pandurang asked the members whether this system was adequate and invited them to respond. Dr. Jessy Pius from Ramnarain Ruia College responded that a similar system was being followed in their institution and affirmed that the process was adequate. Dr. Dilip Trivedi asked what the follow up to this process would be. Dr Vinaya Vaishampayan responded and said that this data would be shared with departments so that departments whose students were not able to achieve course outcomes in a specific subject could review their teaching learning processes. Dr. Ranade suggested linking teacher attainment with "teacher evaluation.

#### **Agenda 5: IQAC Initiative: Mentoring of colleges under RUSA mentoring Scheme**

Mrs. Kavita IQAC informed the committee that under the RUSA mentoring scheme a series of sessions with Anjuman Islam College of Home Science and K. G. Shah law college was conducted for accreditation processes and with Smt. P.N Doshi college for autonomy processes.

Dr. Ranade enquired whether any feedback was received from Anjuman Islam College with respect to the sessions conducted. Dr. Mala Pandurang responded that as of now no feedback was received and also that the university had allotted some other college to these two colleges as mentors instead of us. The college has requested the university to reconsider the same but the response is awaited. Once the issue is resolved, structured feedback will be taken from the colleges.

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

Dr Mala Pandurang informed the committee that the BCA program of the institution will now be conducted under AICTE and that the department has taken this proactive initiative and is working towards creating awareness for the process of admission. She requested Khan Sir to give details. Mr. Khan informed the committee that the department has completed the registration process with AICTE and that presently the department was creating awareness about the admission process which includes students appearing for the MH CET examination.

Dr Mala Pandurang appreciated the efforts of the department and the initiative taken by them to ensure that required regulations are met.

Dr. Shilpa Charankar appreciated the efforts of the IQAC team, the external members and specially the Principal in ensuring that all academic and administrative processes are in place. Dr. Bharat Bhai Pathak, Hon. Secretary SMES congratulated Dr Mala Pandurang for her leadership and appreciated the efforts of the team on behalf of the management.

Dr. Mala Pandurang thanked all the members for their presence and valuable suggestions in the meeting. The meeting then terminated with a vote of thanks to the chair.