

**Smt. P. N. Doshi Women's College of Arts
Kum. U. R. Shah Women's College of Commerce
Dr. (Smt.) Nanavati B. M. Women's College of Home Science (Ghatkopar)**



HIGH PERFORMING INSTITUTE ACCREDITED BY NAAC 'A' Grade (III-Cycle)

AWARDED BEST COLLEGE 2021-2022 - SNTD WOMEN'S UNIVERSITY

(Affiliated to SNTD Women's University, Mumbai)

(Conducted by : SARVAJANIK EDUCATION SOCIETY, GHATKOPAR)

(Managed by : SPRJ KANYASHALA TRUST)

Cama Lane, Ghatkopar (W), Mumbai-400 086.

E-mail : principalspndoshi@gmail.com • Website : www.spndoshicollege.com

Tel. : 2513 5439

2512 3484

Fax : 2509 4065

Agenda of the meeting to be held on 28/02/2022 at 02:00 pm on Zoom:

1. Report of the academic year 2021-2022.
2. Finalization of AQAR for the year 2021-2022
3. Any other matter with the permission of the chair.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson – *Asha Menon*
2. Dr. S. Kumudhavalli – Director – *S. Kumudhavalli*
3. Mr. Raju Chauhan – IQAC Co-ordinator – *Raju Chauhan*
4. Dr. Manjula Chheda – Assistant IQAC Co-ordinator – *Manjula Chheda*
5. Mrs. Madhuri Vaidya – Sr. Administrative Officer – *Madhuri Vaidya*
6. Dr. Manju Prabha – Sr. Administrative Officer – *Manju Prabha*
7. Dr. Rekha Randive – Sr. Administrative Officer – *Rekha Randive*
8. Mrs. Ketaki Deshpande – Sr. Administrative Officer – *Ketaki Deshpande*
9. Mr. Sanjay Kanthe – Sr. Administrative Officer – *Sanjay Kanthe*
10. Dr. Madhumita Bandyopadhyay – Teacher – *Madhumita Bandyopadhyay*
11. Dr. Shobha Bharat – Teacher – *Shobha Bharat*
12. Dr. Sachin Bhumbe - Teacher – *Sachin Bhumbe*
13. Dr. Aarti Varma - Teacher – *Aarti Varma*
14. Dr. Suchita Bhovar – Teacher – *Suchita Bhovar*
15. Mrs. Vandana Dalvi – Alumni Representative – *Vandana Dalvi*
16. Ms. Niyati Hemani – Student Representative – *Niyati Hemani*
17. Mr. Chirag Sheth – Special Invitee – *Chirag Sheth*

Mrs. Meena Khetani, Mr. Venkatramani, Ms. Rashmi Bhanushali, Dr. Manisha Parelkar regretted their inability to attend the meeting.

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Minutes of the previous meeting will be confirmed in the next IQAC meeting as this is a special meeting for AQAR.

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Minutes of the IQAC meeting held on 28/02/2022:

1. Report: Report of the academic year 2021-2022 was read by Dr. Asha Menon. She informed:
 - The college have Seven University Rankers.
 - Two MoUs were signed with different institutions.
 - Five staff members completed PhD.
 - The College won III prize in BEQET.
 - 3 Covid-19 Vaccination Drives were conducted, etc.
2. AQAR: Mr. Raju Chauhan presented the AQAR with action taken report (which is given below) for the year 2021-2022. He informed that the report needs to be submitted on or before August 31, 2021. Discussion took place on information presented under various criterion of AQAR.

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Plan of Action	Achievements/Outcomes
1. Enhancing infrastructure – a. Setting up of New Studio recording Class Room. b. Setting up of New Human Development Lab. c. Renovation of Chemistry Lab.	The college has 4 studio recording classrooms, one new Human Development laboratory has been setup and the Chemistry laboratory has been renovated.
2. Creating a paperless office roadmap and launching it.	The college office is working towards full automation for which various workshops were conducted and a new DMS software was installed.
3. To start new programs MA-Hindi, PG-Human Development and 2nd Batch of BCA.	The college has submitted proposals for new programmes - MA in Hindi and PG in Human Development (ECE). The college has also submitted proposal to start the 2 nd Batch of the BCA programme due to high demand.
4. Installing additional modules in Teachers' MIS.	All the modules of Teachers' MIS are ready and functional.
5. Improvising Administrative office MIS.	New modules as per the requirement were developed.
6. Sensitizing the stakeholders towards issues related to women.	Various webinars were organized. A Series of Webinars under the theme 'Indian Feminism through the Ages' has been planned for the next month.
7. Making the campus Wi-Fi enabled.	The college campus is fully wi-fi enabled.
8. Continued Student-Teacher Exchange Programme.	Two MoUs with colleges from different states have been signed for Student-Teacher Exchange Programme.
9. Digital marketing to enhance the institution's image and admissions	The college has tied-up with a Digital Marketer to improve its digital presence which has not only boosted the image and visibility of the college but improved our admissions as well.
10. Finalizing Research Policy, IT Policy, Quality Policy and Placement & Progression Policy	The research Policy, IT Policy, Quality Policy and Student Mentoring Policy and the Placement & Progression Policy has been finalized.
11. Mapping Programme Outcomes, Programme Specific Outcomes, and Course Outcomes	Mapped Programme Outcomes, Programme Specific Outcomes, and Course Outcomes
12. To conduct Gender Audit, Energy Audit, Green Audit, and Water Harvesting.	The college has conducted Energy Audit, Green Audit, Environment Audit, and Gender Audit. The college will soon start Water Harvesting and Solar Panels will be installed in the college.

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The AQAR was confirmed with necessary changes. It was decided to put forth AQAR before College Development Committee for approval.

The meeting ended by thanking the chair.

Signature of Principal

Signature of IQAC Co-ordinator

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Agenda of the meeting to be held on 04/10/2021 at 10:30 am in Dome:

1. Discussion on Data Templates for Quantitative Metrics to move forward towards Office Automation.
2. Any other matter with the permission of the chair.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson – *Asha Menon*
2. Dr. S. Kumudhavalli – Director – *Kumudhavalli*
3. Mr. Raju Chauhan – IQAC Co-ordinator – *Raju Chauhan*
4. Dr. Manjula Chheda – Assistant IQAC Co-ordinator – *Manjula Chheda*
5. Dr. Manju Prabha – Sr. Administrative Officer – *Manju Prabha*
6. Dr. Rekha Randive – Sr. Administrative Officer – *Rekha Randive*
7. Mrs. Ketaki Deshpande – Sr. Administrative Officer – *Ketaki Deshpande*
8. Dr. Manisha Parelkar – Teacher – *Manisha Parelkar*
9. Dr. Madhumita Bandyopadhyay – Teacher – *Madhumita Bandyopadhyay*
10. Mrs. Shobha Bharat – Teacher – *Shobha Bharat*
11. Dr. Sachin Bhumbe – Teacher – *Sachin Bhumbe*
12. Mrs. Suchita Bhovar – Teacher – *Suchita Bhovar*
13. CA Madhuri Zamvar – Teacher – *Madhuri Zamvar*

Mrs. Madhuri Vaidya and Dr. Aarti Varma regretted their inability to attend the meeting.

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Minutes of the IQAC meeting held on 04/10/2021:

- Dr. Asha Menon, the Principal gave a brief introduction about the purpose of the meeting.
- Mr. Raju Chahuan, IQAC Co-ordinator took forward the meeting by explaining everyone about the need to maintain a paperless system and its various benefits.
- It was decided that all the teaching and non-teaching staff will submit a rough draft of their department's SOP (Standard Operating Procedure) by November 01, 2021 and October 25, 2021 respectively.

The meeting ended by thanking the chair.

Signature of Principal

Signature of IQAC Co-ordinator

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Agenda of the meeting to be held on 04/10/2021 at 02:00 pm in Dome:

1. To confirm the minutes of the previous meeting.
2. Discussion on steps to be taken to achieve short and long term goals.
3. Any other matter with the permission of the chair.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson *Asha Menon*
2. Dr. S. Kumudhavalli – Director *Kumudhavalli*
3. Mr. Raju Chauhan – IQAC Co-ordinator *Raju Chauhan*
4. Dr. Manjula Chheda – Assistant IQAC Co-ordinator *Manjula Chheda*
5. Dr. Manju Prabha – Sr. Administrative Officer *Manju Prabha*
6. Dr. Rekha Randive – Sr. Administrative Officer *Rekha Randive*
7. Mrs. Ketaki Deshpande – Sr. Administrative Officer *Ketaki Deshpande*
8. Dr. Manisha Parelkar - Teacher *Manisha Parelkar*
9. Dr. Madhumita Bandyopadhyay – Teacher *Madhumita Bandyopadhyay*
10. Mrs. Shobha Bharat – Teacher *Shobha Bharat*
11. Dr. Sachin Bhumbe – Teacher *Sachin Bhumbe*
12. Mrs. Suchita Bhovar – Teacher *Suchita Bhovar*
13. CA Madhuri Zamvar – Teacher *Madhuri Zamvar*

Mrs. Madhuri Vaidya and Dr. Aarti Varma regretted their inability to attend the meeting.

The meeting began with the reading of the minutes of the last IQAC meeting. The minutes were read and confirmed.

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Minutes of the IQAC meeting held on 04/10/2021:

Dr. S. Kumudhavalli, Director informed that research policy has been approved by the College Development Committee and will soon be uploaded on the college website. She informed that placement committee's guidelines are to be prepared. She suggested that IQAC should meet atleast twice a year to ensure that all goals are being achieved. She informed that everyone should take responsibility for a specific goal and prepare a timeline for the same.

The various goals were allocated among the IQAC members and they were informed to form a team and work towards it. The allocation was as follows:

- Goal I (To enhance the college brand name) – Mr. Raju Chauhan
- Goal II (Enhance learning through increased use of ICT and new technology) – Dr. Madhumita Bandyopadhyay, Dr. Manjula Chheda
- Goal III (Increase placements of students in organized sector) – Dr. Shobha Bharat, Dr. Aarti Varma
- Goal IV (To strengthen research work by staff and students) – Dr. Manisha Parelkar, Mrs. Ketaki Deshpande
- Goal V (To use MIS in all activities so as to create robust systems) – Mrs. Suchita Bhovar
- Goal VI (To strengthen alumni network) – Dr. Sachin Bhumbe
- Goal VII (To promote social change through social commitment) – Mrs. Madhuri Vaidya
- Goal VIII (To promote efficient resource utilization for environment friendly premises) – Dr. Rekha Randive

It was decided that the next meeting will be held on October 13, 2021 where everyone will lay out their plans to achieve the above goals.

The meeting ended by thanking the chair.


Signature of Principal


Signature of IQAC Co-ordinator

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Agenda of the meeting to be held on 13/10/2021 at 02:00 pm in Dome:

1. To confirm the minutes of the previous meeting.
2. Presentation & discussion on steps to be taken to achieve short and long-term goals.
3. Any other matter with the permission of the chair.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson *Asha Menon*
2. Dr. S. Kumudhavalli – Director *Kumudhavalli*
3. Mr. Raju Chauhan – IQAC Co-ordinator *Raju Chauhan*
4. Dr. Manjula Chheda – Assistant IQAC Co-ordinator *Manjula Chheda*
5. Mrs. Madhuri Vaidya – Sr. Administrative Officer *Madhuri Vaidya*
6. Dr. Rekha Randive – Sr. Administrative Officer *Rekha Randive*
7. Mrs. Ketaki Deshpande – Sr. Administrative Officer *Ketaki Deshpande*
8. Dr. Manisha Parelkar - Teacher *Manisha Parelkar*
9. Dr. Shobha Bharat – Teacher *Shobha Bharat*
10. Dr. Sachin Bhumbe – Teacher *Sachin Bhumbe*
11. Dr. Aarti Varma – Teacher *Aarti Varma*
12. Mrs. Suchita Bhovar – Teacher *Suchita Bhovar*

Dr. Manju Prabha and Dr. Madhumita Bandyopadhyay regretted their inability to attend the meeting.

The meeting began with the reading of the minutes of the last IQAC meeting. The minutes were read and confirmed.

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Minutes of the IQAC Core Committee meeting held on 13/10/2021:

1. Goal I: Mr. Raju Chauhan presented Goal I. Mr. Raju Chauhan, the IQAC Co-ordinator suggested that a single name for the college should be used everywhere to create a brand image to avoid confusion.
2. Goal II: Dr. Manjula Chheda presented Goal II. Dr. Kumudhavalli, the Director informed that our college provides various training programs to the students which we need to promote more and motivate students to attain its benefits. She suggested looking for ways for accessing the N-list effectively by everyone. Dr. Asha Menon, the Principal informed that each department should have their YouTube channel and every teacher should upload their videos for everyone to access. Dr. Manisha Parelkar suggested that the college YouTube channel can be used to upload every department's videos. Mrs. Suchita Bhovar informed that access to each department will create a mess and it will be apt to appoint a Social Media Manager to handle the same. Dr. Asha Menon informed that the management is appointing a Social Media Manager soon.
3. Goal III: Dr. Shobha Bharat presented Goal III. Dr. Asha Menon suggested adding remedial teaching in the timetable wherever required. Dr. Manjula Chheda suggested to increase our placement record, we need to educate and motivate students as well as parents to encourage them for allowing their child to work.
4. Goal V: Mrs. Suchita Bhovar presented Goal V. Mrs. Suchita Bhovar informed that teaching staff's MIS is partly completed and newly required modules for administrative staff's MIS will be discussed with the Registrar and further work will be done soon.
5. Goal VI: Dr. Sachin Bhumbe presented Goal VI. Mr. Raju Chauhan suggested creating a telegram group for all the alumni to join for strengthening the alumni network.
6. Goal VII: Mrs. Madhuri Vaidya presented Goal VII. Mrs. Madhuri Vaidya suggested starting a Health & Hygiene Club with all the criterion heads and two students from each faculty for creating a healthy environment in the college by taking up various activities.

The meeting ended by thanking the chair.


Signature of Principal


Signature of IQAC Co-ordinator

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Agenda of the meeting to be held on 17/03/2022 at 11:30 am in Dome:

1. To confirm the minutes of the previous meeting.
2. Discussion on Certificate Course, Research, ISR & DSR activities.
3. Any other matter with the permission of the chair.

Following members were present:

1. Dr. Asha Menon – Principal & Chairperson
2. Mr. Raju Chauhan – IQAC Co-ordinator
3. Mrs. Madhuri Vaidya – Sr. Administrative Officer
4. Dr. Madhumita Bandyopadhyay - Teacher
5. Dr. Manisha Parelkar - Teacher
6. Dr. Shobha Bharat – Teacher
7. Dr. Suchita Bhovar – Teacher

Handwritten signatures of the members present:
Asha Menon
Raju Chauhan
Madhuri Vaidya
Madhumita Bandyopadhyay
Manisha Parelkar
Shobha Bharat
Suchita Bhovar

Dr. S. Kumudhavalli, Dr. Manjula Chheda, Dr. Manju Prabha, Dr. Rekha Randive, Mrs. Ketaki Deshpande, Dr. Sachin Bhumbe and Dr. Aarti Varma regretted their inability to attend the meeting.

The minutes of the previous meeting were read and confirmed.

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Minutes of the IQAC Core Committee meeting held on 17/03/2022:

1. The IQAC Core Committee meeting was held on 17/03/2022 at 11:30 am in Dome.
2. Certificate Courses – Dr. Shobha Bharat, Criterion I Head, requested that all the faculties should make a list of certificate courses which need to be started. Dr. Madhumita Bandyopadhyay, Criterion II Head, queried about the funds. Dr. Asha Menon, the Principal, informed that we will take fees from the students. She also suggested that each department should have atleast one course and also a few inter-departmental courses can be introduced.
3. Research – Dr. Asha Menon encouraged everyone to take up research work by tapping funds from available sources. Dr. Manisha Parelkar, Criterion III Head, suggested that a collaboration with some NGOs can be done for the same.
4. ISR & DSR Activities – Dr. Asha Menon informed that soon the college will be a part of Unnat Bharat Abhiyan Scheme under which the college will adopt five villages. Various ISR & DSR activities can be organized and conducted in these villages.
5. Energy & Green Audits – Dr. Asha Menon informed that the management will conduct the Energy and Green audits soon.

The meeting ended by thanking the chair.

Signature of Principal

Signature of IQAC Co-ordinator