

Minutes of the IQAC Committee Meetings of the year 2020-2021

Meeting Number 1, 1st July, 2020

An online meeting of IQAC was held on 1st July 2020 from 2.30pm to 4pm.

Agenda:

- A. Plans for the year
- B. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms. Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jacqueline Colaco (Convener)
Criteria VII - Ms. Rhonda Diwecha (Convener)

All the staff were present. (All are IQAC members)

Minutes of the meeting:

Dr Geeta Ibrahim & Dr Ela Dedhia welcomed all members present.

A. Plans for the year

Plans made during closing of 2019-20

For continuous **training and wellbeing of staff, students and the larger society**, it was planned that various **webinars** could be organized. Thus it was planned that all departments and various Committees would work on organizing online events. To encourage departments to conduct webinars on recent topics so that students are updated with the latest continuously.

The **Rashtriya Uchcharat Shiksha Abhiyan (RUSA) funds** were sanctioned and had to be utilized so the process was planned to be in progress.

The **Peer Team Visit** was earlier planned for March 2020 before pandemic, and since that was postponed due to pandemic, the preparations were planned to continue.

The **Academic and Administrative Audit (AAA)** external team had suggested working on SOPs, Policies, roles, responsibilities, committees etc.

Summer Semester Regular and ATKT Exams of 2020 were not held due to Pandemic lock downs which had to be planned online as per UGC and University guidelines

It was planned to prepare **syllabus of new short term courses** based on industry needs as well as in keeping with the interest of students which was planned that they should be applied for **recognition by University of Mumbai**.

Additional Plans made during opening of 2020-2021

As the Pandemic period was ongoing with an unpredictable future in the modes of education, we planned to use the online mode to the maximum and keep the wellbeing of students on top priority. We planned to encourage staff and students to go through **online webinars, online courses** and all that was available in the safety of their homes.

Training to use online platforms of teaching and administration was the only way out at that time so whatever training was possible was made available.

Also **to invest in online platforms** so that it would be available for all students and all staff members. Also to explore **whatever was available free** so that resources could be maximized.

Since the **admissions, teaching-learning, examinations, results**, etc. were uncertain and likelihood of **online mode**, we all planned to **prepare teachers, students and non teaching staff for online mode**. To **follow guidelines of the University of Mumbai** with respect to all admissions, teaching-learning, examinations, results, etc. .

To initiate student support through **need based scholarships and merit based awards** and **collect funds** for the same.

To encourage **students to organize online events/webinars/programs/ extension work** etc.

To encourage **students participation and leadership in various committees** to help them develop their soft skills too.

To encourage **co curricular and extracurricular online activities** amongst students such as **internships, placements, cultural, sports, entrepreneurship, extension work** etc.

To **highlight and celebrate** National Days, Festive days, Teachers day, Institution day and anything else that would help retain the culture and respect for India, people and the Institution amongst the young budding minds.

To **keep all staff updated** with time to time decisions by UGC, State government and University of Mumbai which were based on the pandemic situation in the country, state, city and local regions so that safety of each student and staff was ensured along with ensuring quality education in the online mode. **All modes of online channels of communication** to be used such as whatsapp, email, telephonic, college website etc. whichever would be found feasible at that time.

To **share any policies/schemes/etc of the Government /University/UGC** which would benefit students and staff in any way. All modes of online channels of communication to be used such as whatsapp, email, telephonic, college website etc. whichever will be found feasible at that time.

To establish **optimum channels of communication for all important policy decisions**

To **initiate the orientation of New Education Policy, Universal Human Values, etc.**

To **continue to encourage the temper of research and innovation** amongst students and staff.

To follow **participatory governance.**

To **develop strong liaison/collaboration with Alumni, Industry, Academicians, Institutions/organizations, experts etc.**

To **prepare and submit the AQAR Report of 2019-20** once the academic year which spilt over the next year due to pandemic is completed.

To **get prepared for the revised AQAR applicable from 2020-21.**

To **recognize students and staff achievements.**

To apply for **NIRF and ATAL ranking** so as to retain the quality that is good and upgrade quality wherever there is scope to improve.

To **increase admissions at PhD level**

To **support students for competitive National and State exams**

To **support staff and students during this Pandemic times**, in whatever way was possible.

To **support Management in all major renovation work** of the building, classrooms, laboratories, staff rooms, offices etc. that are being executed as Teaching staff and students are operating from home through online platforms and it is safe to complete all necessary repairs and maintenance.

Alumni Association of the degree college of Home Science to support financially for any repairs that are possible within their budget.

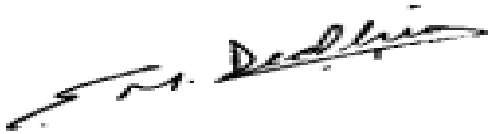
B. Deliberations/Sharing of important plans for Meetings & Activities

- Details of the International Webinar that was planned to be organized by the Department of Textiles & Fashion Technology, on Sustainable Material & Processes, on Saturday 4th July 2020, was shared. Experts on panel will be Dr Mrs Anagha Vaidya Soocheta, Head, Department of Applied Sustainability & Enterprise Development, Faculty of Engineering, University of Mauritius who will present Unleashing the Power of Materials for Sustainable Product Design and Development & Dr Madhu Kothari, Head of Production, Little Mistress Group, United Kingdom, who will present Designing, Merchandising & Production. E Certificates will be provided to participants. Textile Value Chain will be the Media Partner and Edfly Learn will be the technical partner.
- UGC guidelines for online exams and academic calendar were shared.

- A panel discussion is planned on the 7th of July on Gaining and Managing Autonomy in Arts Mastersoft ERP Solutions Pvt Ltd (Microsoft partner) and College of Home Science, Nirmala Niketan

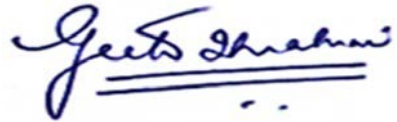
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 2, 13th July, 2020

An online meeting of IQAC was held on 13th July 2020 from 2.30pm to 6pm.

Agenda:

- A. To discuss the Academic and Audit report prepared by the St Alberts team.
- B. Deliberations/Sharing of important plans for Meetings & Activities

Management Members Present:

Dr. Maggie Allesu – President
Ms. Philomena Sequeira – Vice President
Ms. Noella Dias – Secretary
Ms. Greta Lopes - Treasurer
MS. Gracie Joseph - Member
Dr. Hazel D’Lima - Member
Dr. Lidwin Dias - Member
Ms. Erica Lobo – Member
Ms. Sabeena Gonsalves –Member
Ms. Roshni Alphanso - Invitee

IQAC members present

Dr Geeta Ibrahim - Principal
Dr Ela Dedhia - Coordinator
Ms. Vibha Hasija - Convener Criteria 1
Dr Kamini Rege - Convener Criteria 2
Dr Anuradha Bakshi - Convener Criteria 3
Ms Sunita Jaiswal - Convener Criteria 4
Dr. Pratima Goyal - Convener Criteria 5
Ms. Jacqueline Colaco - Convener Criteria 6
Ms. Rhonda Devecha – Convener Criteria 7
Ms. Cheryl Machado - Administration Incharge
Ms. Thelma Paiva - MIS Incharge
Ms. Veena Yardi - Invitee
Ms. Anuradha Mitra - Invitee
Ms. Roopa Rao - Invitee
Dr Vishaka Karnad - Invitee

The meeting began with a prayer.

Principal Dr. Geeta Ibrahim welcomed Dr Geo and all the members present.

A. To discuss the Academic and Audit report prepared by the St Alberts team:

This meeting was called by the IQAC for presentation of the report of the Academic & Administrative Audit conducted by Dr Geo Jose Fernandes, Prof. Shine and Prof. Indu George from St Alberts College, Kochi, Ernakulum, Kerala.

The President of Nirmala Niketan, Dr Maggie welcomed and thanked the Audit team, Governing Body members, Dr Geeta Ibrahim Principal, Dr Ela Dedhia IQAC Coordinator and staff members of the College of Home Science.

The Team leader, Dr Geo Fernandes, Dean, Management studies and International affairs presented the report of the study done during their assessment visit over three days in March 2020.

The team of St. Albert's thanked staff, both teaching and non teaching staff of the college for their cooperation and hospitality during the time of their visit.

Dr Geo mentioned that their visit in March was very brief for three days with an objective to create policies and procedures, to see what changes/recommendations need to be made. He said that they had interacted with teaching and nonteaching staff, students, management, both formally and informally. They had also looked at documents to understand them and had taken photocopies of some to further understand the same. He shared that they have also tried to learn about the University of Mumbai, Maharashtra State Government norms, Statutes, Ordinances, Laws, Acts, Rules, etc. He mentioned they were aware of UGC and AICTE. He thanked each one for their efforts in college. He said they acted as auditors and therefore asked a lot of questions. He thanked each one for the efforts in arrangements made during their three-day visit. He emphasized that they believe in looking forward and not the past. He said they had already asked Management to look into Management and Operations.

These following recommendations were given by the team.

They have proposed an organizational structure, Governance structure like the Governing Council, CDC, CMC, Statutory Committees, Functional Committees, Finance Committee etc which are detailed in their document.

College Development Committee (CDC) – Members should be elected for 3 years and not nominated. Maharashtra Government states that their role is to make recommendations to Management, to support the Management Governing Council/Trust and to formulate proposals for expenses. The University of Mumbai Statutes /ordinance explains how the election is to be conducted. It gives suggestions about the composition of the student body, and that the elections have to be conducted every year in June/July and that it should not be delayed. The Public University Act says, the Student President & the Student Secretary have to be part of CDC and hence they are needed from the start of the academic year.

College Management Committee (CMC) – Principal is the chairperson. Other members would include IQAC Coordinator, HODs, Research Director. The meeting would be held once a week where all proposals from all departments can be presented so that decision making is faster. It looks after the day to day activities

such that if a particular day and time of the week is fixed for meetings, in advance for the entire year, everyone concerned is available for the same.

HODs- To be on rotation for every three years. He mentioned that University Departments have followed this since 2001, however VC has to approve the same. So, he suggested if University departments are following it, colleges surely could. With rotation, more constructive suggestions would come.

He said minutes of the meeting need to be perfect and elaborated, such that they are more than just abstracts, with decisions to be mentioned clearly. Minutes if well documented gives good clarity to everyone involved.

President of Nirmala Niketan Institute has the right to overrule any decision if it harms the Institution

Statutory Committees-

He recommended that all the committees must be executed as per UGC Statutory rules.

Minutes of meetings to be written in expected format..

Committee members should be made aware about their roles and responsibilities in the committee and the standard process (SOP's) to be followed as part of the committee (with reference to UGC, University of Mumbai, State Government- Rules, Ordinances, etc.)

Meeting of each committee has to be scheduled periodically, eg. Grievance committee - Even if there are no grievances, the concerned committee has to meet and record that there were no grievances.

Various Statutory Committees were discussed such as IQAC, Grievance Redressal Cell, Women Development Cell, etc.

Functional Committees as follows were also discussed such as Discipline, Purchase, Admission, Attendance, Examination, Centralized Assessment, committees etc

Equal opportunities must be given to all staff in committee roles.

1. **IQAC** - In 2012 UGC came out with a constitution of committee: Principal, Teachers, External experts, IQAC Coordinator. He suggested the constitution of SQAC – Student Quality Assurance Cell to identify students in each class and to give them the responsibility to make a report of every activity. Brochures, photographs can be submitted to DQAC (Department Quality Assurance Cell) by 2nd or 3rd of every month about the activities of the previous month, who can then compile by 6th or 7th of every month. If this is circulated, we would have more than 600 collaborations.
2. **Grievance Redressal Committee** - To be constituted as per UGC & University of Mumbai. Online Grievance portal is a must. All students to be informed about it and processes to be followed. Suggestion box is more welcoming to students rather than a complaint box. Reward best suggestion given by student by giving her a Certificate of Appreciation to motivate them.

3. **Women Development Cell** - Constitution of the cell is recommended as per the 14/8 circular of the University of Mumbai . More events can be organized to grow the personality of students.

4. **Vishaka Committee, Prevention, Prohibition of Sexual Harassment Committee**

students to be elected (one from UG, 1 PG, 1 Research scholar-PDepartment of Human Development)

To call student nominees only if there is a complaint against any students. Any complaint could be filed within 3 months. Processes and Procedures to be followed

5. **Anti-Ragging Committee** Constitution, Processes and Procedures to be followed. Anti-ragging squad to be constituted and procedures to be followed. College to collect two Affidavits signed at the beginning of the course. Parents and Students have to sign it. One from the student stating that he/ she is well aware of the rules and regulations and will abide by them. Another affidavit from the Parent stating that he/she is aware of the rules and regulations of the College and will abide by them.

6. **Financial Committee** -It is a recommended body composed of members of Management who may invite Principal as and when required. It plays the role of Advisor/ Recommending body to CDC & CMC/Principal/ Management Nominee/ Accounts. It will go through budgets and every aspect of finance flow. It will recommend whether any new course should be approved or disapproved.

Eg, For any New program- budget to be given yearly and 5 yearly. University affiliation fees, electricity, funding from other organizations, all this to be looked into by Finance Committee and then approved by CDC. Utilization certificate has to be approved by FC first. Purchase committee to get approval from the Finance Committee.

This committee must get the quarterly reports from the College Managing committee, Purchase committee, etc. regularly. It must mention the expenses already incurred and the budget available for the remaining expenditure. Regarding Value added courses/Consultancy, profit sharing formula to be followed as per university and other concerned government bodies. Any money if to be collected from students- the CMC and FC to approve it before collecting. Everything to be minuted properly.

Functional Committees:

1. **Discipline Committee**- Utmost important committee and to ensure it is followed.

2. **Purchase Committee** – All members to be aware, minutes of Purchase and Finance committee to be attached with every purchase including daily requirements which may seem a small figure individually but over the year the amount becomes large.

Listing & verification of assets of college regarding their working condition, that it is being maintained. If it is not in working condition it has to be disposed of. CDC & CMC to be informed. Eg. Fees for lab consumables if included

and charged, in the beginning of the year, for any particular department, during the tuition fees collections, should also be charged for other departments similarly. Cost will also reduce since the purchase is made in bulk.

3. Admission Committee- For TYBSc- 40 top students to be given a choice of specialization. Option to be collected in March. Results are out only in June /July so they have enough time to give choices.
FYBSc – We need to introspect to get quality students, we can work at filling all seats, and need to do branding not only marketing.
4. Attendance- To be reviewed as per University guidelines in Ordinance 6086. Undertaking to be taken from students regarding abiding by the rules and regulations of the College. Process and Procedure to be followed. The list of defaulters needs to be published every month. The Parents have to be given in writing the names of the defaulters. The minutes book needs to be maintained properly. Minutes of meeting to be maintained with respect to Condonation of attendance. Committee to interact with students and understand their reasons- health of self, parents etc can be condoned maximum up-to 25%. Such students at least need 50% attendance.
5. Examination Committee- Chief Conductor is the Principal. Only she can sign any document related to examinations/results. 3 sets of Question Papers to be made by an external examiner. To ensure that the expert meets the requirements of the University. All modules to be covered, two same question papers in two different years for the same subject to be avoided. External examiner will do better justice. Office staff to be avoided for formatting question papers. The question papers may be given in sealed envelopes. Junior invigilators may be from teachers themselves.
6. Centralized Assessment Process Committee- Results should be published in 30 days. Evaluation to be completed in 10 days. Answer key including marking scheme and points to be given, if not detailed answers.
7. Committee for Prevention of Unfair Means- Should look into paper setters, supervisors, students' unfair reports, etc. All actions to be taken are mentioned by the University of Mumbai.
8. Public relations Committee- to work on Branding. To put efforts to get quality students for which the college needs to showcase the importance of its courses. The strategies need to be formulated for the same and need to be followed.
9. Library Committee- To make it as advantageous to students as possible.
10. Alumni Committee- AGM to be called where all alumni are invited and elections to be held. Alumni need to be invited as resource persons to the Institutions and meetings need to be conducted regularly.

11. Industry Relations Committee- this committee will help in widening industrial relations. Let this committee deliver talks to students, provide student support. It is better to sign a MOU with Industries/Corporate with appropriate terms and conditions and this will help in more collaboration of the College and industries. Placements can be done by depts. Collaborations and consultation can be done by EPC. Need to widen the Umbrella, to give more support to students. The students can handle the database, the brochures, etc. Money that is being collected from Industry for campus placements needs to be evaluated. A survey needs to be conducted and evaluated, to find whether the responses from the company before the collection of incidental charges and after the collection of incidental charges is better or worse. To avoid collecting any money from industries for placement interviews where students do not join them.

Other Relevant Concerns (pertaining to General Management)

Strategic Planning - Follow-up on proposed plans by the college, Academic Audit, MOUs/ Agreements, Branding/Marketing of the College.

Outdoor Workshop - Sub-teams should be formed who brainstorm and prepare a plan and once a year all teachers should go outstation where these sub-teams can present the strategic plans in front of all staff. Further discussions will lead to better plans. Non-teaching staff can add value too. There must be a follow-up of proposed plans. IQAC to oversee it so that proposed plans are accomplished.

Academic Audit – External eyes give different thoughts as others view it from different perspectives. St Alberts Team suggested Internal Audit every year intensely. Files must be provided for audit, as it will add value to internal audit. They must give constructive feedback to IQAC, who in turn makes an Action Plan and executes it.

MOUs/ Agreement - One person needs to be an authorized signatory of the Management since all such documents have to be signed by Management for which the witness must be Principal and HOD. Agreement must be vetted by the legal advisor of the Management.

Teachers are the brand ambassadors of the College. They should create awareness of our Institution among the students and staff of other colleges and society.

Other relevant concerns pertaining to Human Resource Management

Performance Based Appraisal System (CAS) - These documents have to be prepared every year. The staff should complete her self appraisal /D2/ whatever form and submit to the respective HOD. The HOD must write her comments and hand it over to the Principal who also must write her comments on it. These documents are confidential and need to be in custody with the Management person.

Open Communication Channel- Full staff meeting, improves department functioning because each learns from others. All must be aware of what is happening in the College

To make a Model Strategic Plan

Industry Academia

- Placements, Training, resume correction, mock interviews, faculty visits to companies, student presentation to company, competency mapping of students.
- Inviting CEOs of industry as expert speakers. The Industry could be encouraged to give their industry certificates so that slowly the students are introduced to various industries. The students could also give their presentations to the company.

There was an interactive Q & A session during which everyone participated.

The Meeting ended at 6pm with a Vote of thanks by Dr Ela Dedhia to Dr Geo Jose and his team for all the efforts and suggestions given. She also thanked members of Management and staff for their contribution and participation.

Dr Magy Allesu, President appreciated the team and all staff and members of management for their valuable suggestions.

B. Deliberations/Sharing of important plans for Meetings & Activities

(shared with all staff through various communication ways like email/whatsapp/online meetings through the year as everything is functioning online due to pandemic restrictions)

- Central and State Government restrictions due to pandemic were shared regularly and were followed from time to time.
- The last 4th CDC Meeting for 2019-20 is planned on 27th July 2020 at 3pm. Report from 24th Jan 2020 to 10th June 2020 activities and future plans till September 2020 to be presented so all committees and departments were requested to send reports.
- On Wednesday 22nd July, 11am, MS Teams of Microsoft training of all staff by Mastersoft is planned with a view to help each one to get enabled for online classes. Dr Ritu Madan is coordinating with Mastersoft for the same. The video tutorial of MS Teams was shared with staff.
- The details of the National Webinar on Online Admission and Fees Collection and Online learning Management by IQAC of College Of Home Science, Nirmala Niketan was planned for 29th July, were shared
- Plans to celebrate National Handloom Day on 7th August by Department of Textiles & Fashion Technology were shared. National Talk shows with various artisans for the topic Handloom Weavers of Kutch - Challenges and Opportunities would be organized for the same
- Examinations: Government deliberations and decisions kept changing with respect to exams which were shared from time to time. State government recommended VCs of all Maharashtra Universities and Directors of higher and technical education to award results of ATKT exams on the basis of students' average marks in the previous test and similarly for SY BSc or similar semesters. Considering COVID-19 situation in Maharashtra, state government recommended VCs and directors of higher and technical education, if the ATKT students don't pass on the basis of their average marks, award them grace marks and clear their backlogs, and also

recommended awarding degrees to all final year students instead of giving them the option of taking the exam. They also recommended that If anyone still wants to appear for the exam they should be allowed to do so. Also to suspend the existing rule that requires students with backlogs by appearing for their ATKT exams within 120 days since the beginning of the academic year.

Entire thread -

<https://twitter.com/MahaScholar/status/1281180331085684741?s=09>

- UGC to take action if States cancel exams: Government: <https://www.thehindu.com/education/colleges/ugc-to-take-action-if-states-cancel-exams-government/article32053458.ece>
- Jt Directors circular was shared regarding the confirmation on starting of classes. SYBSc and MSc II to start in the first week of August as per the circular received.. T.Y.B.Sc classes to begin by 8th - 10th August.
- 25th July details of Orientation of SYBSc was shared which is to be coordinated by Mrs Roopa Rao. Staff who would contribute are Mrs Vibha, Dr Anuradha Bakshi, Dr Ritu Madan and Mrs Sunita Jaiswal
- Tuesday 4th August 2020, 11 am to 12 noon, plans by Institution's Innovation Council to organize a Online Webinar on Intellectual Property, by Dr Nazima Munshi, for the entire staff and all Final year BSc, Masters and PhD scholars was shared. It is being coordinated by Dr Dedhia and team.
- The New education policy was shared with all
- The WDC program to be organized by Dr Pratima Goyal and Team on "PANKH - Gender Equality and Women's Rights in View of the Ongoing Covid-19 Times" on Saturday, 1st August 4 pm onwards, speaker - Advocate Abha Singh, was shared.
- List of online refresher courses of UGC HRDC were shared for the year 2020-2021.

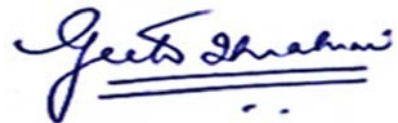
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 3, 4th August, 2020

IQAC Online Meeting held on 4/8/2020 from 3.00pm to 4.30pm

Agenda:

- A. To discuss Audit documents
- B. Discussion on Committees
- C. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jacqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. To discuss Audit documents

- Dr Ela Dedhia communicated the Management plan regarding the Audit Report submitted by St Alberts team. She communicated that the Management wishes that the IQAC discusses the document and makes the recommendations to CMC, then to CDC, then to the Governing Board of Management for deliberations at all these levels after which the document will then be finalized incorporating the expectations of Maharashtra Act, UGC, University of Mumbai and all other relevant governing bodies. The document was sent earlier to all staff for understanding so that discussion on it could be possible amongst the core committee. It was decided to begin with the process and start discussing each of the committees one by one. Several meetings were planned for the same.

B. Committee discussion started:

- The Governing body, College Development Committee, College Management Committee, Finance, and Purchase committee were discussed.

C. Deliberations/Sharing of important plans for Meetings & Activities

- 23rd July the UoM FY admission circular was shared with all
- The Indian Express publication was shared with all where it mentions that UGC doubles credits allotted to MOOCs, and asks colleges to develop online courses.

<https://indianexpress.com/article/education/ugc-doubles-credits-allotted-to-moocs-asks-colleges-to-develop-online-courses-6537513/>

- Hon VC's directives were shared with all staff. He has just announced that 15 or 15% staff - both teaching and non teaching - have to go to College from 7th

August (although State Government's latest circular mentions schools and colleges to remain closed till 30th August), however all will depend on State government directives. It was decided to have some online academic activities planned and properly recorded by all departments for 7th August so that students and staff are officially engaged with some academic activity on the first day of college if at all it is considered so later.

- MS Teams, Google classroom , Zoom, etc could be used for teaching. FB , Youtube can be used for uploading videos, Mentors can be available on phone also for Mentees especially for those students with internet problems. Whatsapp groups can be formed class wise. VC has directed that no student should be deprived of admission due to poor internet connection. Online Lectures can be for 45minutes to 1 hour and feedback of lectures can be taken frequently. Calculation of workload will be done with consultation of higher authorities. 25% teaching can be through online mode as of now. VC has directed the formation of Universal Human Value Cell in the colleges. Colleges to be considerate for those students who are unable to pay fees. All colleges to be ready for final university exams in online mode. Academic calendar will be made and shared by UGC. There cannot be a clear cut calculation of workload with Online mode. After two weeks of teaching, it will be reviewed. As most Colleges are facing problems with FY admissions, evenwith in-house students, there is a request for extending the date by 5 days.
- The students of the Sports committee of College of Home Science Nirmala Niketan made a video explaining some benefits of playing Indoor Games which was shared.
- SY , M.Sc II to start on 7th/8th August as per University directives.
- The IQAC planning of a National webinar on 28th August 2020, on New Education Policy (NEP), with main speaker Dr Manoj Kumar, Jt Sec UGC, was shared.
- Staff were encouraged to do short term online courses conducted by National and International Institutions/Universities. Data was shared by staff for each other throughout the year. Lot of E Material was shared with each other
- 15th Aug Independence day celebration plans in offline and online mode was shared, Report will be sent to Jt Director. Jr college and degree college to do it together.
- It was shared that Honorable Chief Minister consoled schools and colleges as they have begun an online mode of education there was no need to be anxious.

- Schools and colleges may begin offline from 15th/31st November and there will be only one semester for college and based on that the grades will be considered for the second semester. Grades of second sem may be taken for both sems
- Also for Sports and Fitness Facilities the following purchases were made:
3 sets of Metco Tournament Table Tennis and Air walker

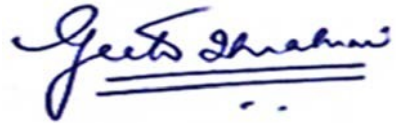
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting No. 4, 5th August, 2020

IQAC Online Meeting held on 5/8/2020 from 3.00pm to 4.30pm

Agenda:

- A. To discuss Committees
- B. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson - Dr. Geeta Ibrahim
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Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

A. Committee discussion:

- The discussion on committees continued.
Grievance committee, Redressal cell and IQAC were discussed.

B. Deliberations/Sharing of important plans for Meetings & Activities:

- Activities and events could revolve around a certain theme decided for that year.

Few themes which were shared for the future quality assurance of the Institution were, **Pandemic/Covid**, Curriculum Framework in context of New National Education Policy, Make in India, Atmanirbharta, Innovation and Startups, Sustainable Communities through UN Sustainable Development Goals, Universal Human Values during and post Pandemic Era, etc. It was open for more suggestions from all staff.

It was decided to focus on students wellbeing during these Covid times.

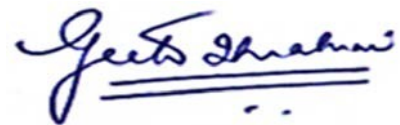
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 5, 10th August, 2020

IQAC Online Meeting held on 10/8/2020 from 3.00pm to 4.30pm

Agenda:

A. To discuss Committees

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

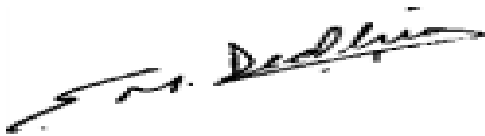
Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

Committee discussions continued

- Academic and Administrative Audit committee, Anti Ragging committee, Internal Complaints committee, Discipline committee were discussed during this meeting.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 6, 13th August, 2020

IQAC Online Meeting held on 13/8/2020 from 3.00pm to 4.30pm

Agenda:

A. To discuss Committees

Members Present:

Chairperson - Dr. Geeta Ibrahim

Coordinator - Dr. Ela Dedhia

Management Nominee - Ms. Noella Dias

Criteria I - Ms. Vibha Hasija (Convener)

Criteria II - Dr. Kamini Rege (Convener)

Criteria III - Dr. Anuradha Bakshi (Convener)

Criteria IV - Ms Sunita Jaiswal (Convener)

Criteria V - Dr. Pratima Goyal (Convener)

Criteria VI - Ms. Jaqueline Colaco (Convener)

Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

Committee discussions continued

- Admission committee, Attendance monitoring committee (Attendance norms of University of Mumbai was discussed), examination committee were discussed.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 7, 17th August, 2020

IQAC Online Meeting held on 17/8/2020 from 3.00pm to 4.30pm

Agenda:

A. To discuss Committees

Members Present:

Chairperson - Dr. Geeta Ibrahim

Coordinator - Dr. Ela Dedhia

Management Nominee - Ms. Noella Dias

Criteria I - Ms. Vibha Hasija (Convener)

Criteria II - Dr. Kamini Rege (Convener)

Criteria III - Dr. Anuradha Bakshi (Convener)

Criteria IV - Ms Sunita Jaiswal (Convener)

Criteria V - Dr. Pratima Goyal (Convener)

Criteria VI - Ms. Jaqueline Colaco (Convener)

Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

A. Committee discussions continued

- Examination committee (continued from the previous meeting), Central Assessment Process committee and Unfair Means Inquiry Committee were discussed.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 8, 21st August, 2020

IQAC Online Meeting held on 21/8/2020 from 2.30pm to 3.45pm

Agenda:

- A. To discuss Committees,
- B. Deliberations/Sharing of important communication

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

A. Committee discussions continued

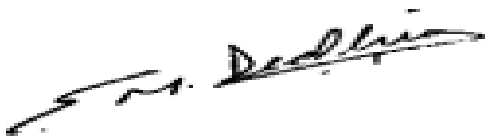
- Placement committee was discussed.

B. Deliberations/Sharing of important communication

- It was communicated that CMC will meet on 24th August at 3pm
- It was shared that payment for the electrical wirings for the staff rooms on 3rd, 4th and 7th floors was made

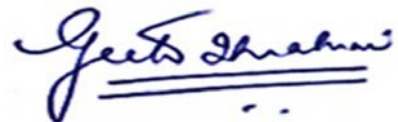
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 9, 28th August, 2020

IQAC Online Meeting held on 28/8/2020 from 3.00pm to 4.30pm.

Agenda:

- A. Newly established channel of communication
- B. New short Courses
- C. Awards, Scholarships
- D. Committees
- E. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

A. Newly established channel of communication for all important policy decisions:

- Newly established channel for communication: From IQAC to CMC to CDC and to Governing board of Management if agenda points are important policy decisions.

Dr Dedhia informed all that Department of Textiles & Fashion Technology had proposed since couple years to Management through the Principal and also presented at the CMC on 25th August 2020 and CDC on 27th January 2019 and 27th July 2020, certain new short courses for University affiliation and also Department of Textiles & Fashion Technology had proposed and presented awards and scholarship in the name of Ms Noemia D'Souza. All of this was appreciated at the CDC, however it was felt that all staff if aware of such initiatives, they may also be motivated to work towards it and hence it was shared with IQAC before taking it further to other bodies.

The Department of Foods Nutrition and Dietetics also had proposed new short courses to Management through Principal since one year back. Both departments were waiting for a favorable response.

Both the Department of Foods Nutrition and Dietetics and the Department of Textiles & Fashion Technology were informed that all departments need to be aware and to follow the newly established channel of communication, that is to present first at IQAC, then CMC, then CDC and then Governing body.

Thus Dr Dedhia requested all departments to propose to IQAC, new short courses, new scholarships, awards or any other major activity at department level to be instituted in the college. The respective departments had to specify funds that they would raise for awards and scholarships and other modalities

involved with it. These had to be presented at the IQAC and then forwarded to CMC, CDC and Governing body of Management. Management had expressed that they would like to simultaneously consult their CA and Auditor regarding the revenue Sharing model and whether it is permitted for colleges run by Charitable Trusts to conduct such courses.

B. New Short Courses

- One strategic plan of the college was to design short-term courses based on industry needs and taking cognizance of students' interest. In keeping with the Maharashtra Public Universities Act, 2016 the college planned to apply for University recognition for these new courses as well as existing short-term crash courses offered by the college.
As mentioned earlier all departments were requested by IQAC to propose new short courses, suggestions for change in current short courses to be discussed and forwarded through IQAC to CMC, CDC and Governing body of Management so that they could then be forwarded to University for applying for University affiliation. These courses were discussed during the meeting.
- Ms Vibha presented 8 courses on behalf of Department of Foods Nutrition and Dietetics-
 1. Online course on Introduction to Physiology for TYBSc & MSc,
 2. Online course in Introduction to Research Methods for undergraduate students of college or outside,
 3. online course in Bariatric Nutrition,
 4. online course on Basics in Nutrigenomics for undergraduate students and for professionals,
 5. Online course in Sports specific Performance Nutrition for professionals, Online three courses in Community Nutrition Education in the form of webinars with only participation certificate -
 6. Balanced Nutrition through the life cycle,
 7. A Nutrient Rich Kitchen,
 8. Menu planning and preparation - a nutritious and hygienic way;
- Dr Anuradha Bakshi presented an overview of four courses on behalf of Department of Human Development, details of two were presented by her and two were presented by Ms Rhonda -
 1. Indian Sign Language,
 2. Creative Parenting course,
 3. MOOC format Department Webinars and
 4. Latest Developments in Human Development.
- Dr Dedhia on behalf of the Department of Textiles & Fashion Technology presented 5 new short courses.
 1. Add on Certificate Course in technological skills in the 21st century,
 2. Add on online and offline Certificate Course of design thinking, innovation and start-ups,
 3. Add on an online and offline Diploma course in personal styling, grooming and fitness, (already being conducted as crash course but now to apply for affiliation)

4. Add on online and offline Diploma course in cad, cam and computer technologies in the textile and apparel industry –intermediate (already being conducted as crash course but now to apply for affiliation),
 5. Add on an online and offline Diploma course in cad, cam and computer technologies in the textile and apparel industry – Advanced (already being conducted as crash course but now to apply for affiliation).
- Ms Sunita on behalf of the Department of Community Resource Management presented four new short courses.
 1. Certificate Course in Sketch Up,
 2. Certificate course in Autocad for space designers,
 3. Certificate course in kitchen gardening,
 4. Certificate course in consumer education.
 - All members gave constructive suggestions for the various courses presented. The courses of all four departments were deliberated and they were asked to submit the final version within a week so that courses of all four departments can be proposed further to the CMC which was to be held on 9th September.

C. Awards & Scholarships

It was decided that this would be presented in the next meeting

D. Committees

This was decided to be discussed in the next meeting.

E. Deliberations/Sharing of important plans for Meetings & Activities:

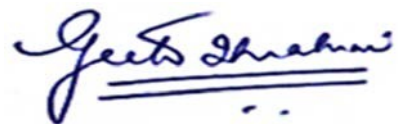
- It was shared that Rukaiya Mandasaurwala our Alumna has been working at NSCI Worli, Covid Hospital. Her work was acknowledged. She was known to be a good photographer and had won intercollegiate competition for photography while in college.
- It was shared that lockdown has been extended in the State of Maharashtra until 30th September. Schools and colleges have been directed to remain shut until 30th September, distance mode to be employed in education.
- Exam news was shared:
<https://indianexpress.com/article/cities/mumbai/final-year-exams-to-be-conducted-remotely-in-oct-first-week-uday-samant-6578096/>
<http://dhunt.in/aJA45?s=a&uu=0xc800ea7a101546bb&ss=wsp>
 Source : "Lokmat " via Dailyhunt
- On 24th August, Kasturi Belvalkar, our NSS volunteer won 1st prize in the NSS KJSIEIT competition. The Winners are - Kasturi Belvalkar, Vivek Shrimal, Raikhanghar Muskan and their success was posted by them on their Instagram page. The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 10, 4th September, 2020

IQAC Online Meeting held on 4//9/2020 from 3.00pm to 4.30pm

Agenda:

- A. Awards, Scholarships
- B. Courses,
- C. Committees
- D. Deliberations/Sharing of Plans & Activities

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

A. Scholarships & Awards

- Dr Ela Dedhia presented on behalf of Department of Textiles & Fashion Technology department, scholarships NDMA (Noemia D'Souza Merit Awards) and NDEC (Noemia D'Souza Endowment Chair) for the textile and fashion technology department and thus it was decided to forward the same further.

B. Courses

- The updated courses which were presented in earlier meetings were submitted by all departments so It was decided to forward all the new programs/courses to the CMC, CDC and Governing Body of the Management to further apply these courses for affiliation to University of Mumbai.

C. Committees were also discussed.

- Public relations committee, Library committee, Women Development Cell was discussed.

D. Deliberations/Sharing of important plans for Meetings & Activities

- CMC meeting is scheduled on Tuesday 8/9/2020 at 3pm with following agenda points: Plans of Research Center, Online courses, webinars, awards, institution of Ms Noemia D'Souza Chair & Merit Scholarship which have been sent through IQAC to CMC for further follow up.
- Examination requirements were shared- Maharashtra Governor requested final year practical exams from Sep 15, denied assignment-based, open-book exams.

Read more - <https://mahascholar.com/blog/final-exams-koshiyari/>

- Online Refresher Course in Humanities and Social Sciences was shared with all.
- TEACHERS' DAY will be celebrated on Sat 5th September with 'a Virtual Live Musical Evening'.
- It was shared that National Assessment and Accreditation Council (NAAC) is organizing an event titled "Saluting the Teachers –Makers of the Nation" on the occasion of Teachers' day in a Virtual mode on 5th September (Saturday),2020 at 3.00 pm wherein Prof. S. C. Sharma, Director, NAAC will address the teachers fraternity on a digital platform.
- On 4th September TY admissions were completed with the coordination of Dr Anuradha Bakshi and support of HODs, Ms Roopa Rao (Coordinator), Ms Sylvie, Mr Baptist and Ms Sonal.
- NEET exam invigilation had to be done by our teachers as our college was the centre. 7 staff had requested exemption for NEET Invigilation which were forwarded to the City Coordinator and NTA Office and also had spoken to MHRD Rep and City Coordinator. They said they will scrutinize case by case. Co-morbidities will be considered and a couple of exceptions may be made, however expression of general threat of infection will not be excused since this is a national level government decision to conduct this exam, it is binding on employees to fulfill orders for teaching as well as non teaching.
- A video was made by few students on occasion of teachers day which was appreciated by teachers
- HoDs and coordinators were requested by the student council, to elect the CR and ACR for their respective classes. Criteria was that the student should not have had any ATKT record in past or their name should not have been in the black list at any previous levels as per the specifications expected by the University while electing the council

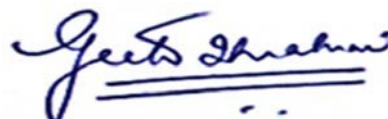
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 11, 7th September, 2020

IQAC Online Meeting held on 7/9/2020 from 3.30pm to 5.00pm

Agenda:

- A. To discuss Committees
- B. Code of Professional Ethics
- C. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms. Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms. Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. Committees continued to be discussed

- Cell for Prevention of Caste Based Discrimination & Committee for SC/ST, Minority Cell, OBC Cell, Women Development Cell
- Discussion on all committees was completed, and the corrections/suggestions were noted live in every earlier meeting for the same by Dr Anuradha Bakshi. It was decided that this document with suggestions for changes will be proposed to CMC to take it further to CDC and the Governing body of the Management.

B. Code of Professional Ethics was discussed.

C. Deliberations/Sharing of important plans for Meetings & Activities

- It was reiterated to all that although the Department of Textiles & Fashion Technology proposals were presented earlier in CMC and CDC, however as decided recently as a policy, the new short courses of all departments, awards and scholarships of Department of Textiles & Fashion Technology department which were discussed in IQAC and were recommended by it to be forwarded to CMC to be further presented, proposed and deliberated in their meeting on 9/9/2020 and to be deliberated. This process gave equal opportunity to all departments for appropriate opportunities for adopting new initiatives.
- A mail was received from NTA that they would like to use our Centre in the future and not now. They regretted the inconvenience caused. The center material which was collected on 3rd September will be returned the next day to NTA. However, many candidates were still coming and checking our

college as their center. The letter for change in center came very late so we had to call and mail NTA officials. Jammer people and police also came to college inquiring and were not aware of the change in center from NTA. So finally we had arranged a 17 seater tempo traveler to ensure that students who reached college could be transported to the new center at Sion. Dr Vishaka Karnad and Ms Sheetal Joshi were coordinating the same along with Ms Noella and Dr Dedhia.

- A meeting of Lead college principals was called @5:30 pm today. Following points were discussed by cluster head Professor Tahir Mohamed;
 - * Primary responsibility is given to the cluster head to Monitor the exam work
 - * Every college will provide database through Google form, students mobile phone, whatsapp no, net connectivity, if not, can they arrange from their relatives, neighbors for the purpose of online exam
 - * Except basic information of the students, Google form may be edited according to the needs
 - * Every college will ask the subject teachers to prepare a Question Bank of atleast 250 MCQs subject wise in dual language.
 - * Every college has to prepare a Time table for theory exams and practical exams from 15 September onwards
 - * Practical exams will be oral and through online mode only
 - * Regular theory exam will commence from 1st October onwards
 - * Even the ATKT exams of the final year student will be in the same manner
 - * P. G. Exams will be online.
 - * Entry of marks will be done by the respective colleges
 - * For the projects, college has a choice whether to call an external examiner or not.
 - * Lead college has to call a meeting of the cluster at the earliest just to inform them and start working.
 - * Proper guidelines will be issued by the University shortly

- The Governors' Conference was shared with all regarding the Role of NEP 2020 in Transforming Higher Education which was scheduled for 7th September, 2020, to be graced by the Hon'ble President and Hon'ble Prime Minister along with Union Minister and MOS, Ministry of Education (MOE). Other distinguished participants will be Governors, Lt. Governors, Education Ministers of all State/UTs and Vice Chancellors from all the State universities. A major highlight of the Conference would be address by Prof K Kasturirangan, Prof D P Singh, Prof Manjul Bhargava, and Prof M K Sridhar. Secretary, Higher Education and other senior officials from MOE and UGC would also be present. The sessions were scheduled from 10.00 am to 11.15 am and 2.30 pm to 5 pm. The live webcast links :
 1. <https://webcast.gov.in/mhrd/>
 2. https://twitter.com/ugc_india
 3. <https://www.youtube.com/channel/UCIbbWYTjSiXnhShJ0Z1-05g>
 4. <https://twitter.com/rashtrapatibhvn>

- DD News will also telecast the address of Hon'ble President and Hon'ble Prime Minister from 10:30 to 11:15 AM. All were requested to watch the Live Telecast and Webcast of the program.
- Dr Ritu Madhan on behalf of Mastersoft, shared the login ids for sybsc and tybsc students for M S Teams. The password for all students is *Student@123*. They can search their name and find their login id, and change the password after first login.
- The Zoom link was shared to the Exclusive Preview of Online Assessments & Evaluation for Mumbai University Institutions who have partnered with Mastersoft, scheduled on 8th September 2020, from 2:00 pm and 12th at 11 am. Can join either

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia

A handwritten signature in black ink, appearing to read "Dr. Ela Dedhia", written in a cursive style.

Incharge Principal & IQAC Coordinator

Meeting Number 12, 8th September, 2020

IQAC Online Meeting for all staff held on 8/9/2020 from 3.00pm to 4.30pm

Agenda:

- A. Sem 4 and 6 University Online exams- demo of online platform by Mastersoft
- B. Deliberations/Sharing important plans for meetings and activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

All staff (who are also IQAC members) were invited.

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. To discuss New emerging requirements for Online Examinations by University of Mumbai in the Pandemic times.

- The requirements for Online examinations by University of Mumbai were shared with all staff. There were specific norms for theory exams and specific ones for practical Exams

Sem 4 and 6 University Online exams- demo of online platform by Mastersoft

- Messages from University indicated that every college should train and enable their staff and students to use technology for conducting exams.
On 8th the online training session was arranged for admins, general and accounts office staff.
- MS Teams login ids for SYBSc & TYBSc students were provided such that they could log in with their own password. Training was arranged by Mastersoft for Online University Assessments & Evaluation for Institutions of University of Mumbai who have partnered with them. Teacher credentials were also provided so that they could log in the Teams. Dr Ritu Madhan has been coordinating with the Mastersoft team.
- University of Mumbai has also prepared a video for online assessments and evaluation which was shared with all.
- Sample questions (few questions only) set to be given to students and trained to appear for the online exam. For differently abled divyangana candidates provisions to be made e.g . additional 20 minutes, scribe/writer etc to

arrangements. As soon as the exams are over the marks are calculated and uploaded in the system. Since all exams are out of 50 they will be factored to 60, 75, 80 or 100 as per syllabus and uploaded on the uom online system. The lead colleges have to consult the central examination committee and all instructions have to be precisely followed. All different lead colleges have given different instructions, there could be changes in the instructions that have been given.

B. Deliberations/ Sharing important plans for Meetings & Activities

- Four candidates received Topic Approval of the PhD Thesis by Research & Recognition Committee for the Board of Studies in Home Science for PDepartment of Human Development (Science & Technology) Degree course in the subject of Home Science letter dated 8th September 2020, addressed to the college -
Ms Lakhani Pooja under Dr Subhadra Mandalika,
Ms Kherani Ayesha under Dr Geeta Ibrahim,
Ms Dedhia Bijal under Dr Ela Dedhia and
Ms Khan Fareen under Dr Subhadra Mandalika
Another similar approval received by Ms Sonu Misra under guidance of Dr Subhadra Mandalika
Ms Vibha Hasija also received approval under the guidance of Dr Anuradha Bakshi.
Ms Mohadessa Dehgani received approval under guidance of Dr Pratima Goyal
- Post Matric & Merit based scholarships by the Ministry of Minority Affairs which appeared in Times of India page 5 of 8/9/2020, were shared with all staff so that they could share with all students.
- Department of Textile & Fashion Technology is planning to organize an online webinar on Humour in Fashion by Meher Castelino on 11th September 2020 from 5pm to 7pm.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 14, 14th September, 2020

IQAC Online Meeting held on 14/9/2020 from 3.00pm- 4.30pm

Agenda:

- A. To discuss Roles & Responsibilities,
- B. Deliberations/Sharing of important plans/activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. Roles and responsibilities were discussed in detail.

B. Deliberations/Sharing of important plans for Meetings & Activities:

- As part of RUSA grant Utilization, the work order has been allotted to Majenta Power for installation of Solar Panels on the terrace of our college building. This was one of the green initiatives of the college. This was being coordinated by Dr Subhadra & Team and Ms Noella & Dr Dedhia.
- Ms Alannah has submitted PhD thesis under guidance of Dr Kamini Rege on 11th Sept 2020
- Ms Roopa Rao has submitted her PhD Thesis under guidance of Dr Geeta Ibrahim on 12 Sept 2020
- University online admission for FYBSc was conducted with 1st list on 6th August, 2nd list on 11th August and 3rd list on 17th August and the date was extended to 10th September 5pm and now it's further extended to 25th Sept 6pm.

• SUMMER EXAMS 2020 ONLINE

Summer Exams (regular and ATKT) were to be held in March 2020 but could not be held due to sudden pandemic restrictions so they will now follow UGC & University of Mumbai directives and be conducted online accordingly.

Time-Table of each exam will be displayed on the website and students will also be informed through whatsapp groups by the exam committee.

Exams to be held In Month of September:

ATKT

FYBSc Semester I & II and SYBSc Semester III & IV Online ATKT Exam, only for TYBSc 2019-20 Batch, will be held from 22nd September to 25th September 2020.

B.Sc. (Home Science) Summer Examination 2020 (September 2020)

Programme of the Practical Examination - Semester V(ATKT)

Branch II : Human Development, 22nd September

B.Sc (Home Science) Examination 2020

Programme of the Theory Examination - Semester V(ATKT)

Branch II : Human Development

Branch III: Textile & Fashion Technology, 25th September to 1st October 2020

M.Sc (Home Science) Examination 2020, Programme of the Theory Examination - SEMESTER IV, Lower Grade Examination, 25th September 2020.

Exams to be held in month of October 2020:

Re examinations

MSc. Part II (Home Science) Semester IV - Regular

Foods, Nutrition & Dietetics, 5th - 8th October, 2020

TYBSc. (Home Science) Semester VI : Re-examinations

Foods, Nutrition & Dietetics, 12th October

Human Development, 12th and 13th October, 2020

Textile & Fashion Technology, 12th and 13th October, 2020

Community Resource Management, 12th and 13th October, 2020

MSc. Part II (Home Science) Semester IV : Re-examinations

Food Processing & Preservation, 12th October, 2020

Sports Nutrition, 12th and 13th October, 2020

Human Development, 12th October, 2020

Post Graduate Diploma in Dietetics and Applied Nutrition - Semester II

12th October, 2020

Regular Exams

TYBSc. (Home Science) Semester VI - Regular

Foods, Nutrition & Dietetics, 5th - 10th October, 2020

Post Graduate Diploma in Dietetics and Applied Nutrition - Semester II

5th - 10th October, 2020

Exams to be held in December 2020

TYBSc Semester V Practical

Foods, Nutrition & Dietetics, 14th -17th December 2020,

Human Development, 14th -17th December 2020,

Textile and Fashion Technology, 14th -19th December 2020,

Community Resource Management, 14th -18th December 2020

SYBSc - Semester III - Regular, Theory, 15th - 19th December , 2020

TYBSc Semester V Theory
Foods, Nutrition & Dietetics, 21st - 29th December 2020,
Human Development, 21st - 29th December 2020,
Textile and Fashion Technology, 21st - 28th December 2020,
Community Resource Management, 21st - 29th December 2020

S.Y.B.Sc. Home Science Semester III, Practical Examination
26th - 29th December, 2020

- Plans to celebrate National Nutrition Month by the Department of Foods, Nutrition and Dietetics were shared. The various sessions organized were: Nutritional Approach to Fat Loss and Muscle gain by Ms Gauri Murthy on 26th September; A deep dive into New Product development on 29th September; Technical aspects of Food processing and Value addition for improved Food Safety and Security on 30th September.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia

A handwritten signature in black ink, appearing to read 'Dr. Ela Dedhia', written in a cursive style.

Incharge Principal & IQAC Coordinator

Meeting Number 15, 15th September, 2020

IQAC Online Meeting held on 15/9/2020 from 3.00pm to 4.30pm

Agenda:

A. To discuss Roles & Responsibilities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

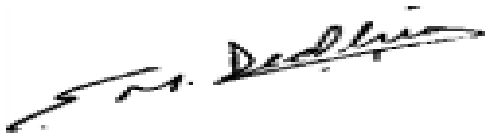
Dr Ela Dedhia welcomed all members present.

A. To discuss Roles & Responsibilities

Roles & Responsibilities of Teaching and Non Teaching Staff were discussed in detail.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 16, 23rd September, 2020

IQAC Online Meeting held on 23/9/2020 from 3.00pm to 4.30pm

Agenda:

- A. To discuss Roles & Responsibilities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

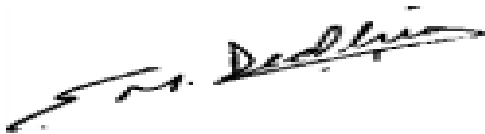
Dr Ela Dedhia welcomed all members present.

A. To discuss Roles & Responsibilities

- Roles & Responsibilities of Teaching and Non Teaching Staff were discussed in detail including various leadership roles.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 17, 25th September, 2020

IQAC Online Meeting held on 25/9/2020 from 3.00pm to 4.30pm

Agenda:

A. To discuss Roles & Responsibilities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

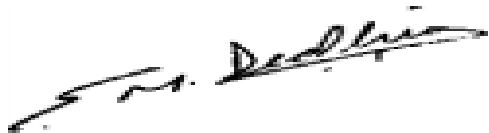
Dr Ela Dedhia welcomed all members present.

A. To discuss Roles & Responsibilities

- Roles & Responsibilities of Teaching and Non Teaching Staff were discussed in detail specially the various leadership roles.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 18, 1st October, 2020

IQAC Online Meeting held on 1/10/2020 from 3.00pm

Agenda:

- A. To discuss Roles & Responsibilities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

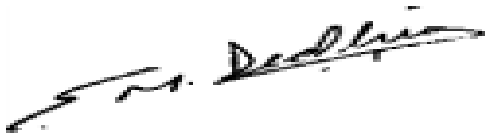
Dr Ela Dedhia welcomed all members present.

A. To discuss Roles & Responsibilities

- Roles & Responsibilities of Teaching and Non Teaching Staff were discussed in detail including various leadership roles. Library and Role of Librarian was discussed in detail.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 19, 5th October 2020

IQAC Online Meeting held on 5/10/2020 at 3.00pm to 4.30pm

Agenda:

- A. To discuss Roles & Responsibilities, Courses
- B. New Short Courses

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms. Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms. Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. Roles & Responsibilities were discussed

- Role of IQAC Coordinator, Research Director, and Principal were discussed in detail.

B. New Short Courses

- It was decided to further discuss the courses at the departmental level. The final version would be discussed by two senior staff members of the department along with Dr Geeta Ibrahim and Dr Ela Dedhia in separate meetings.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting number 20, 6th October, 2020

IQAC Online Meeting held on 6/10/2020 at 3.00pm to 4.30pm

Agenda:

- A. To discuss Roles & Responsibilities

- B. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator- Dr. Ela Dedhia
Management Nominee- Ms. Noella Dias
Criteria II- Dr. Kamini Rege (Convener)
Criteria III- Dr. Anuradha Bakshi (Convener)
Criteria IV- Ms Sunita Jaiswal (Convener)
Criteria V- Dr. Pratima Goyal (Convener)
Criteria VI- Ms. Jaqueline Colaco (Convener)
Criteria VII- Ms Rhonda Diwecha (Convener)

Leave of absence:

Criteria I- Ms. Vibha Hasija (convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. Roles & Responsibilities

- The Role of Principal was discussed in detail.

B. Deliberations/Sharing of important plans for Meetings & Activities

- It was decided that a meeting quorum should be decided, although ideally 100% is important. Everyone opined that at least 2/3rd staff must be present. It was decided to refer to Maharashtra Universities Act/Recent Compendium/ UOM Rules etc. Updated documents of the same were shared for review. It was also decided that the Principal, IQAC Coordinator and Manager must be there otherwise important decisions cannot be made.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 21, 7th October, 2020

IQAC Online Meeting held on 7/10/2020 at 3.30pm to 5.00pm

Agenda:

- A. To discuss regular exams

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

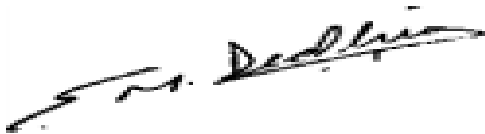
Dr Ela Dedhia welcomed all members present.

A. To discuss regular exams

- Online University exams were discussed in detail.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 22, 12th October, 2020

IQAC Online Meeting held on 12/10/2020 at 3.00pm to 4.30pm

Agenda:

- A. To discuss Roles & Responsibilities
- B. Deliberations/ Sharing important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. To discuss Roles & Responsibilities

- Roles of Placement Coordinator, Club / Committee Conveners, IIC Coordinator (Institute Innovation Council under Ministry of Education, Student Council Convener, Sports Committee Convener, etc were discussed in detail.

B. Deliberations/ Sharing important plans for Meetings & Activities

- All were informed about the new AdHoc Board of Home Science which was created after a year and a half by the University for which Dr Geeta Ibrahim has been appointed as Chairperson and Dr Ela Dedhia as Internal Member. Few others external members selected are Dr Advaita Deshmukh from Dept of Home Science, Nagpur; Dr Sujata Shriram, Prof TISS Mumbai; Dr Sahyog Jamdar, Scientific officer (G), Food Technology Division, BARC Mumbai; Dr Ravindra Adivarekar, head, Dept of Fibers and Textile Processing Technology, Institute of Chemical Technology, Mumbai.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinat

Meeting Number 23, 14th October, 2020

IQAC Online Meeting held on 14/10/2020 from 3.00pm to 4.30pm

Agenda:

- A. To discuss Roles & Responsibilities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. To discuss Roles & Responsibilities

- Roles of Examination convener, office incharge, were discussed in detail.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 24, 19th October, 2020

IQAC Online Meeting held on 19/10/2020 from 3.00pm to 4.30pm

Agenda:

- A. To discuss Roles & Responsibilities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

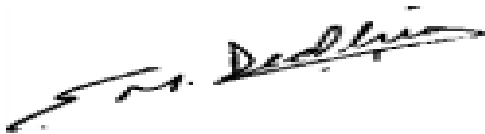
Dr Ela Dedhia welcomed all members present.

A. To discuss Roles & Responsibilities

- Roles of Self Finance Coordinators and IIC Conveners were discussed

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 25, 21st October, 2020

IQAC and Full Staff Online Meeting held on 21/10/2020 from 3.00pm to 5.00pm

Agenda:

- A. To finalize the PTV dates.
- B. Courses
- C. Deliberations/Sharing important plans and activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

All staff (members of IQAC) were invited for this meeting

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. To finalize PTV dates

- Dates were discussed and finalized for March end and April to be sent to NAAC. This was with the view that dates had to be provided to NAAC. However the general opinion of all staff was to conduct the PTV only after resuming college physically post the covid situation.

B. Modalities of the Short courses was discussed in detail

- All the Courses that were forwarded to CMC and CDC were also forwarded to the Governing body of the management as was decided earlier. All were accepted by the management to be forwarded to the University with suggestions that had to be incorporated. Only those courses that would be ready by the third week of October should be forwarded to University. Rest could be forwarded as and when ready. All departments were requested to submit the courses within the next four days, as they were already at the completion stage.

C. Deliberations/Sharing important plans and activities

- Dr Dedhia initiated the discussion on the Student Mentoring program. It was discussed and finalized that the mentoring program for this academic year to continue in the same format and same groups as previous year.
- SOP (Standard Operating Procedures) are very important so documenting what we are already doing is important.

- Dr Ela Dedhia shared the launch of the Universal Human Values Cell and the Universal Human Values UHV II Course at IESMCRC, by IQAC, University of Mumbai during the Seminar titled Institutionalizing Value education at University of Mumbai as per New Education Policy, on Saturday 21st November 2020 from 10.30am to 12.30pm. She was part of the UoM team and requested all to attend.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia

A handwritten signature in black ink, appearing to read "Dr. Ela Dedhia", written in a cursive style.

Incharge Principal & IQAC Coordinator

Meeting Number 26, 2nd November, 2020

IQAC Online Meeting held on 2/11/2020 from 3.00pm to 4.30pm

Agenda:

- A. To discuss Roles and responsibilities
- B. Deliberations/ Sharing important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms. Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms. Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. To discuss Roles and responsibilities

- Roles and responsibilities were discussed

B. Deliberations/ Sharing important plans for Meetings & Activities

- As was communicated on 28th October, NAAC has given an extension for submission of AQAR 2019-20 upto May 2021. We have a choice to do it now or work as per the new deadline. All felt we should continue to work on it and try to complete it as early as possible but it is surely a relief that NAAC has been thoughtful during the pandemic to give more time to work on it.
- All 17 courses were submitted on 27th October to University of Mumbai for approval for which we received an acknowledgement from University of Mumbai.

Courses that were applied for recognition from University of Mumbai were as follows:

Certificate courses

1. Add-on Certificate course in Creative Parenting (HD)
2. Online Certificate Course in Knowledge Updates in Human Development(HD)
3. Add on Certificate Course in Technological Skills in the 21st Century (TFT)
4. Add on online and offline Certificate Course of Design Thinking, Innovation and Start-ups (TFT)

Diploma courses

5. Add-on One-year Diploma course in Indian Sign Language (HD) (already being conducted but to now apply for affiliation)
6. Add on an online and offline Diploma course in personal styling, grooming and fitness, (TFT) (already being conducted but to now apply for affiliation)

Advanced Diploma Course:

7. Add on an online and offline Diploma course in cad, cam and computer technologies in the textile and apparel industry –intermediate (TFT)
8. Add on an online and offline Diploma course in cad, cam and computer technologies in the textile and apparel industry – Advanced (TFT)

Certificate Vocational courses

9. Certificate Course in graphic design and visual communication, (vocational)
10. Certificate Course in interior designing, (vocational)
11. Certificate Course in Home Science, (vocational)

Diploma Vocational Courses

12. Diploma in fashion designing (vocational)

Diploma & Advanced Vocational courses to be initiated in the second year of the respective vocational courses as progression for students:

13. Advanced Diploma in fashion designing (vocational)
14. Diploma in graphic design and visual communication, (vocational)
15. Diploma in interior designing, (vocational)

Advanced Diploma Vocational courses to be initiated in the third year of the respective vocational courses as progression for students:

16. Advanced Diploma in graphic design and visual communication, (vocational)
17. Advanced Diploma in interior designing, (vocational)

Total 17 courses were applied for affiliation to University of Mumbai on 27th October

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 28, 10th November, 2020

IQAC Online Meeting held on 10/11/2020 from 3.00pm to 4.30pm

Agenda:

- A. To finalize the PTV dates.
- B. Deliberations/ Sharing important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. PTV Dates

- The letters received from the NAAC office were placed before staff. It was discussed and decided based on the opinions of all staff, that as earlier decided, to go ahead with PTV only after college resumes physically after covid situation.

B. Deliberations/ Sharing important plans for Meetings & Activities

- It was decided to work on AQAR 2019-20 as per format sent on email earlier in March 2020 and again emailed the same lately as per format found on NAAC website. Criteria Wise teams could meet so that we could meet again as a core committee for taking it further.
- As per University of Mumbai guidelines, MSc Sem I online exams were to be conducted in mid January and MSc Sem 3 online exams to be conducted following that.
- **WINTER EXAMS 2020**

Exams to be held in month of January 2021:

Regular Exams

FYBSc - Semester I - Regular & Repeaters, 5th - 9th January 2021 Theory Examination

F.Y.B.Sc. (Home Science) Practical Examinations Semester I 2020-2021, 11th - 14th January, 2021

FYBSc - Semester I - Regular & Repeaters, 18th - 22nd January, 2021

ATKT exams / repeaters

SYBSc - Semester III - ATKT Batch, 18th - 21st January 2021 Theory Examination
S.Y.B.Sc. Home Science, Semester III, ATKT/Repeaters Practical 23rd January 2021

SY BSC SEM IV, 28th January - 1st February

MSc. Part II (Home Science) Semester IV - ATKT (Practical)

Foods, Nutrition & Dietetics, 3rd February 2021

Theory Re exam

FYBSc - Semester II - Repeaters - Reexams, 24th -26th January, 2021 Theory Examination

SYBSc - Semester IV - Repeaters Theory, 28th January - 1st February, 2021

Winter Session February 2021 - Theory Examination

FYBSc - Semester II - Repeaters - Reexams, 1st -5th February, 2021

Exams to be held in February 2021:

ATKT / Repeaters

FYBSc - Semester II - Repeaters, Theory 1st - 5th February, 2021

S.Y.B.Sc.Home Science Semester IV ATKT/Repeaters Practical, 3rd Feb 2021

MSc. Part II (Home Science) Semester IV - ATKT (Practical)

Foods, Nutrition & Dietetics, 3rd February 2021

TYBSc Semester VI ATKT, 6th - 10th February, 2021 Repeaters

TYBSc Semester V ATKT Repeaters, Human Development, 8th and 9th February 2021

Regular

MSc. Part II (Home Science) Semester III - Regular (Practical)

Foods, Nutrition & Dietetics, 1st - 3rd February, 2021

Food Processing & Preservation, 1st- 3rd February, 2021

Sports Nutrition, 1st - 3rd February 2021

Human Development, 1st - 4th February, 2021

Textile and Fashion Technology, 30th January - 4th February, 2021

MSc. Part II (Home Science) Semester III - Regular (Theory)

Foods, Nutrition & Dietetics, 6th - 10th February, 2021

Food Processing & Preservation, 6th - 10th February, 2021

Sports Nutrition, 6th - 10th February, 2021

Human Development, 6th - 9th February, 2021

Textile and Fashion Technology, 6th - 9th February, 2021

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 29, 27th November, 2020

IQAC Online Meeting held on 27/11/2020 from 3.00pm to 4.30pm

Agenda:

A. To discuss the policy documents with St Alberts team and Management representatives

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia

Management Nominee - Ms. Noella Dias

Invitees were: St Alberts Team, Dr Maggie & Ms Philomena

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

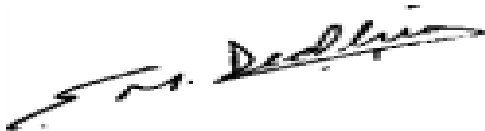
Dr Ela Dedhia welcomed all members present.

A. To discuss the policy documents with St Alberts team and Management representatives

- There was an open discussion and where necessary changes were made after detailed deliberation

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 30, 1st December, 2020

IQAC Online Meeting held on 1/12/2020 from 3.00pm to 4.30pm

Agenda:

A. To discuss the policy documents with St Alberts team and Management representatives

B. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia

Management Nominee - Ms. Noella Dias

Invitees were: St Alberts Team, Dr Maggie & Ms Philomena

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. To discuss the policy documents with St Alberts team and Management representatives

- There was an open discussion and where necessary changes were made after detailed deliberation

B. Deliberations/Sharing of important plans for Meetings & Activities

- New Solar panels procured through RUSA funds will be installed on the terrace & Demo of Smart classroom will be given. Net metering work of Solar panels will also be done and the testing and commissioning work will be done. Third party evaluation of Solar panels installed will be done to check if they are functional.
- All staff were requested to check for the number of Google citations of their research publications from 2015-2020 by 8th December so that the information could be furnished for RUSA
- Institute day is planned for 8th Dec 2020 from 10am to 1pm for both Home Science and Social Work.
Ms Farha, Ms Sunita and Ms Rhonda will be felicitated for 25 years of dedicated services in the college.
Staff and students will showcase their talents on the online platform (due to covid restrictions). All departments were requested to make presentations related to the theme of the spirit of unity and service and the values of sharing with some fun element. Department of Textiles & Fashion Technology staff planned to present the costumes and students' extension work during covid times with the differently abled

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 31, 7th December, 2020

IQAC Online Meeting held on 7/12/2020 from 3.00pm to 4.30pm

Agenda:

A. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia

Management Nominee - Ms. Noella Dias

Criteria I - Ms. Vibha Hasija (Convener)

Criteria II - Dr. Kamini Rege (Convener)

Criteria III - Dr. Anuradha Bakshi (Convener)

Criteria IV - Ms Sunita Jaiswal (Convener)

Criteria V - Dr. Pratima Goyal (Convener)

Criteria VI - Ms. Jaqueline Colaco (Convener)

Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. Deliberations/Sharing of important plans for Meetings & Activities

- The UGC academic calendar was shared with all staff.
- All staff of Senior College (Teaching and Non Teaching) were requested to email their investments scanned copies to accts@nnchsc.edu.in for current financial year April 20- March 21 latest by 19th December 2020 (especially Housing loan, NPS, Mediclaim),
- Dr Anuradha Bakshi was appointed Nodal Officer for NIRF 2021. Thanking the earlier team led by Dr Subhadra Mandalika with others on the team were Ms Payal Maheshwari, Dr Vishaka Karnad, Ms Roopa Rao, and Ms Ritu Wagle.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting number 32, 23rd December 2020

IQAC Online Meeting held on Meeting date 23rd December from 2 to 3 pm

Agenda:

A. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia

Management Nominee - Ms. Noella Dias

Criteria I - Ms. Vibha Hasija (Convener)

Criteria II - Dr. Kamini Rege (Convener)

Criteria III - Dr. Anuradha Bakshi (Convener)

Criteria IV - Ms Sunita Jaiswal (Convener)

Criteria V - Dr. Pratima Goyal (Convener)

Criteria VI - Ms. Jaqueline Colaco (Convener)

Criteria VII - Ms Rhonda Diwecha (Convener)

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. Deliberations/Sharing of important plans for Meetings & Activities

- UGC Guidelines for Higher Education Institutions to offer Apprenticeship/Internship embedded Degree Program dated July 2020 was shared with all staff- such that 20% to be credits for Internship amongst the total credits of any undergraduate degree. 24 credits for post graduate programs
- Ms Roopa Rao was appointed as Team Manager for UoM, Anveshan National Research Convention 2019-20.
- Ms Roopa Rao was Appointed as District Co-coordinator (Mumbai zone - 1) for Avishkar 2020 - 21.
- We received circular for celebration of National Minority day, Poster and PPT were prepared by Interfaith committee and a report was prepared to be sent to University of Mumbai
- On 21st Dec 2020 Interactive camera system for recording of lectures was procured through RUSA grant
- Circular from UoM dated 23rd Dec was shared with all staff which was addressed to Heads of the University Departments / Institutes/Centers, the Principal of all affiliated colleges, the Principal, Sir J.J. College of Architecture, the I/c Librarian, University Library and the Officers in-charge of the different Sections/ Units of the Registrar's Office requesting to invite applications for the post of V.C. fellow from the aspiring graduates of University of Mumbai and all its Affiliated Colleges.
- On 22nd Dec 2020 Sem 5 results were declared and displayed on the website. In case of any discrepancy students were requested to inform college immediately through college email id. Sem 6 would be declared shortly.

- Details of a 6 days short term program on “Intellectual Property rights: Concepts and Practice in Academics” organized by UGC- HRDC Mumbai University was shared and staff were encouraged to attend the same.
- Circular dated 22 dec 2020 of UoM, regarding University calendar for arrangement of terms was shared on 23rd Dec 2020 which was received from UoM. Sem 1 was from August 7th to 31st dec. Second semester from Jan 1st to 31st May 2021. Diwali vacation from 12th Nov to 18th Nov 2020 (7 days). Summer vacation from 1st June to 13th June 2021 (13 days). The calendar was displayed on the website
- On 23rd Dec 2020 results of Sem 6 were declared and displayed on the website. In case of any discrepancy students were requested to report to college on office email id immediately.
- Mr Baptist and Ms Sujata’s efforts (from the general office) and constant followup with University made all results possible on time.
- Exam Circular from University of Mumbai dated 23rd December, was shared as preparing exam panels were being prepared and hence requested each teacher to fill their own data on the University portal whose link was provided to all.
- Orientation to the Institution Innovation Council of the College for students and staff is scheduled on Monday 4th Jan 2021 from 3 to 4 pm in Online Mode for students of FYBSc, SYBSc, TYBSc (all four branches), MSc (all specializations- including self finance), PG Dietetics & PDepartment of Human Development students. All department staff were also invited for the same. This is being coordinated by Dr Dedhia & team.
- All were informed and invited on 11th Jan 11am, for the Commemoration of 96th Birth Anniversary of Founder Principal Ms Collete Galby, for the Blessings for Solar panel which were installed on the terrace. Following dignitaries invited were, Guest of Honor - Fr Dr Thomas Reddy; Chief Guest - Dr Pramod Pabrekar, Senior Consultant, RUSA; and Ms Philomena Sequeira, Vice President NNI to preside over the function.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 33, 20th Jan 2021

IQAC Online Meeting held on 20/1/2021 from 2.30pm to 5pm (criteria-wise)

Agenda:

- A. To finalize the PTV dates.
- B. To discuss draft of all criterias for AQAR 2019-20
- C. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia

Management Nominee - Ms. Noella Dias

Criteria I - Ms. Vibha Hasija (Convener)

Criteria II - Dr. Kamini Rege (Convener)

Criteria III - Dr. Anuradha Bakshi (Convener)

Criteria IV - Ms Sunita Jaiswal (Convener)

Criteria V - Dr. Pratima Goyal (Convener)

Criteria VI - Ms. Jaqueline Colaco (Convener)

Criteria VII - Ms Rhonda Diwecha (Convener)

All staff (all are also IQAC members) were invited for discussion on AQAR 2019-20

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. PTV dates

- Most staff were of the opinion that we cannot give any date to NAAC till the directives of Maharashtra Government is clear and we should wait for further directives from State Government. Staff expressed that PTV cannot be thought of till college starts functioning offline.

B. To discuss draft of all criterias for AQAR 2019-20

- Criteria-wise several meetings were held for AQAR 2019-2020. Respective reports were read and discussed. Suggestions were given to be incorporated in the final document. Period to be covered was from July 1st 2019 to June 30th 2020. It was suggested that all previous AQARs, SSRs can be referred to from our own college website.

C. Deliberations/Sharing of important plans for Meetings & Activities

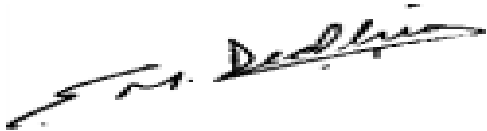
- Central and State Government restrictions were shared regularly and were followed from time to time.
- Name of Coordinator for coordinating competitive exams was needed by the University of Mumbai. Thus Dr Pratima Goyal's name was sent.
- On 4th Jan it was shared that this year 2020-21 Avishkar will be online and at University level only. The State level is canceled as of now.
- On 6th Jan 2021 all students and their guides were congratulated for the following achievements at Avishkar.
 1. Avishkar Certificate to College of Home Science Nirmala Niketan, Affiliated to University of Mumbai, awarded for Overall Championship (First Rank) in Humanities, Languages and Fine Arts Category for the academic year 2019-20 in the 14th Intercollegiate / Institute / Department Research Convention organized by the Students Development, University of Mumbai

2. Avishkar Certificate, Affiliated to University of Mumbai, awarded for Overall Championship (First Rank) in Zone 1 Mumbai 1 Category for the academic year 2019-20 in the 14th Intercollegiate / Institute / Department Research Convention organized by the Students Development, University of Mumbai. Our scores are high due to 3 representation in the UoM State Team and 2 Gold Medals at the State Level Convention.
- All students were informed of the availability of the EWS Economically Weaker Section certificate so that students from minority sections could get the benefit of the state and central government schemes for availability of seats in colleges and financial assistance towards fees, priority for job placements, etc. It was also put on the website.
 - Results of MSc (Home Science) SEM III - Summer Session 2020 which were declared on 7th Jan was uploaded at the following link <https://www.nirmalaniketan.com/news/results-of-msc-home-science-sem-iii-summer-session-2020-2978>
 - PG Dietetics exam results of Sem II held in October 2020 (of summer exams to be held in March 2020 but delayed due to Pandemic) were displayed.
 - Circular regarding requirements of celebration of 26th Jan by Maharashtra Govt was shared with entire staff
 - Exam details shared- Our academic calendar shifted due to pandemic and March and Oct exams have been going on since October till to date. This week, the major of the regular undergraduate exams, both theory and practicals, will be over. PG March exams are done but October exams yet dates are unknown. Very few students will continue with ATKT exams.
 - Admission details shared - MSc admissions would be completed this week for all depts. Fybsc admissions were delayed this year but all completed.
 - Cultural committee was suggested to plan an online college day event along with students which we traditionally celebrate on 11th Jan. Students would experience our college tradition and understand the values. Introduction to Founder Principal Ms Galby can be at the beginning of the program. Rest of the program can be planned by the cultural committee.
 - Staff were motivated to attend online FDP programs related to revised AQAR format effective from 2020-2021, organized by other colleges/universities. Learnings may be shared with colleagues within college.
 - MSc sem 4 marksheets arrived in college on 12th jan 2021 which was uploaded on a website.
 - To increase participation of students in various activities, it was decided to nominate/elect two students from each class of FY & SY each for Interfaith committee, Diet counseling committee and Sports committee (TY & MSc also). For Cultural committee (2 from fy, 2 from sy, 1 from ty 1 each from eachdept, 1 from msc each class)
 - CDC meeting was scheduled on 24th at 3pm. Reports of the period, 14/6/2020-6/8/2020 and 7/8/2020-31/12/2020- Committee and department reports were expected.
 - It was shared that purchase of the following was made;
 - Solar panels**
 - Various laboratory equipments like :**
 - Bayley - complete kit and Screening test, and WISC-V Complete kit - hard case.
 - Reebok stepper, Saehan Hand Evaluation and Mobile stadiometer.
 - A3 DTG Printer.

Digital weighing Scale and Recumbent Exercise cycle.
Printing software.
CMYK Textile Ink and White textile ink.
15 *15 heat press machine.
Metronome- Analog Input and Baseline Scoliosis Meter Metal.
Baby scale and Omran Karada Scan body.
Portable Vaccum PKG 1 machine.
MOOC Centre: Camera, Wirless Recording machine.
Smart Classrooms: smart class Equipment with Digital Contents software 6 pcs..

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia

A handwritten signature in black ink, appearing to read 'Dr. Ela Dedhia', written in a cursive style.

Incharge Principal & IQAC Coordinator

Meeting number 34, 27th January, 2021

IQAC online meeting on Jan 27, 2021 from 3:00 PM to 6.00Pm with all staff and Management

Agenda:

- A. Policy Meeting - Management and all Staff along with St Alberts team
- B. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia

Management Nominee - Ms. Noella Dias

Criteria I - Ms. Vibha Hasija (Convener)

Criteria II - Dr. Kamini Rege (Convener)

Criteria III - Dr. Anuradha Bakshi (Convener)

Criteria IV - Ms Sunita Jaiswal (Convener)

Criteria V - Dr. Pratima Goyal (Convener)

Criteria VI - Ms. Jaqueline Colaco (Convener)

Criteria VII - Ms Rhonda Diwecha (Convener)

All Staff were invited as part of IQAC

Dr Maggie, Ms Philomena and Dr Geo were also invited for the meeting

Dr Geeta Ibrahim was on leave. She attended the online meeting

Minutes of the meeting:

Dr Ela Dedhia welcomed all members present.

A. Policy Meeting - Management and all Staff.

- All doubts were clarified by the St Alberts team.

B. Deliberations/Sharing of important plans for Meetings & Activities

- IIC - MoE's Innovation Cell (Government of India) - Institutions Innovation Council- On 26th January a list of qualified prototypes for the second stage of training and evaluation was uploaded on their website. One team of our college qualified for the next level for training in NIP. The result of first stage NIC evaluations has been published on their website . The qualified team will be further trained and evaluated. Page 16 - Serial Number 148, NIC2020/SIH2020ID 47764, Idea Title Smart Garment for the Safety of Common Man, IIC/SIH Institute ID- IC 201810393, Institute- College of Home Science, State- Maharashtra, Zone -Western/WRO. The team is from the Department of Textiles & Fashion Technology mentored by Dr Ela Dedhia.
- 21st Jan dated letter from UHV Cell of the University of Mumbai regarding organizing online SIP (Student Induction Program) - A UHV (Sampler) is organized from 25th January to 30th January 2021 from 11am to 3.30pm, all CRs, ACR's of all classes and MSc I were expected to register. Dr Dedhia was part of the organizing team.
- Reminder letter dated 27 Jan for annual report for University of Mumbai for the period from 1st April 2019- 31 March 20, to be submitted on 5th Feb was circulated to all hods.
- Invitation for the annual convocation of University of Mumbai, to be held on 1st Feb at 11 am was shared with all.

- The details of the online workshops regarding aqar submission in the revised format organized by Bhavans College and RUSA, to be held from 1st - 6th Feb, were shared
- The details of UHV Hindi workshop by AICTE to be held on 8th to 12th Feb, was shared
- List of UGC approved journal list was shared with all staff
- Nirmal Utsav will be organized by the Cultural Committee on 11th Feb from 4.30 p.m. onwards. Entries for performances were invited from students. Ms Sheetal Joshi and team will be organizing the event.
- On Feb 18th from 4pm to 6pm, there will be the Inaugural session of Universal Human Values in the college. Resource person will be Prof Umesh Jadhav, Western Region Coordinator for UHV and member of NNN-IP. Special Guest will be Dr Sybil Thomas, Coordinator of UHV Cell of the University of Mumbai, Prof. Department of Education UoM. Topic will be the Role of Education in Holistic Development. Dr Ela Dedhia will welcome and introduce the speaker, Ms Vrinda Udiavar will compere the program. Dr Pratima Goyal, Dr Ritu Madhan, Ms Sunita Jaiswal will share their experiences from one of the previously attended introductory 5 days online FDP of UHV.
- A program will be organized on 20th Feb by the Interfaith Committee in collaboration with Samanvaya, on Communal Harmony for Peace from 4pm to 5pm. It will be coordinated by Ms Neha and team.
- **Winter Exams to be held in April 2021**
 - MSc. Part I (Home Science) SEM I Theory
 - Foods, Nutrition & Dietetics, 8th - 17th April, 2021
 - Food Processing & Preservation, 8th - 17th April, 2021
 - Sports Nutrition, 8th - 17th April, 2021
 - Human Development, 8th - 15th April, 2021
 - Textile and Fashion Technology, 8th - 15th April, 2021
 - Post Graduate Diploma in Dietetics and Applied Nutrition, 8th - 17th April, 2021
 - MSc. Part I (Home Science) SEM I - Regular (Practical)
 - Foods, Nutrition & Dietetics, 19th and 22nd April, 2021
 - Food Processing & Preservation, 20th and 22nd April, 2021
 - Sports Nutrition, 19th and 22nd April, 2021
 - Human Development, 16th - 22nd April, 2021
 - Textile and Fashion Technology, 16th - 20th April, 2021
 - Post Graduate Diploma in Dietetics and Applied Nutrition - 19th - 23rd April, 2021
- Summer Exams 2021**
 - FYBSc SEM II 26th - 28th April 2021 (Practical)
 - SYBSc SEM IV 26th - 28th April 2021 (Practical)

The meeting ended with a vote of thanks to Dr Ela Dedhia
Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 35, 19th February, 2021

IQAC Online Meeting held on 19th February, 2021 from 2.00 pm to 5.00 pm

Agenda:

- A. Discussion on the NIRF data
- B. Deliberations/ Sharing important plans for Meetings & Activities

Members Present:

Chairperson & Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jacqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

All Staff were invited as part of IQAC

Dr Geeta Ibrahim was on leave. She attended the online meeting

A. Discussion on the NIRF data

Ms Jacqueline on behalf of NIRF team, had made certain requests to staff as the NIRF team is compiling data of faculty (for the academic year 2019-20). Staff were invited for the earlier specific meetings for NIRF as and when required to contribute information.

NIRF team requested all staff to verify all the data with respect to themselves in the table which contains information about academic designation, date of birth, age, highest qualification, teaching experience, date of appointment. Requested all staff to verify and point out inaccuracies if any.

The NIRF data was successfully uploaded by Nodal Officer Dr Anuradha Bakshi and team members Ms Jacqueline Colaco, Dr Pratima Goyal, Ms Sunita Jaiswal and Dr Ratna Rane.

B. Deliberations/ Sharing important plans for Meetings & Activities:

- Research paper authored by Anuja Kulkarni (PDepartment of Human Development

scholar) and Dr Ela Dedhia titled Digital Printing Ink Waste Management on Cotton Fabric with Screen Printing method, received Best Paper Award, (stood first) in the category of Textiles & Clothing at the Home Science Conference in Kerala held on 20th February 2021.

- On 9th Ms Noela had shared the following details with staff regarding policy documents.

Code of Professional Ethics: UGC Regulations No. F 3-1/2009

Roles and responsibilities of the IQAC Coordinator: NAAC website

Roles and responsibilities of the Principal: Governing terms and conditions of service of teachers working in university schools, university Departments, conducted colleges and university institutions

Grievance Redressal Cell (for Students):
https://www.ugc.ac.in/pdfnews/2813028_SG-Regulations-2019.pdf

IQAC Committee: https://www.ugc.ac.in/pdfnews/5172195_Guideline_IQACs.pdf

Anti-Ragging Committee: <https://www.ugc.ac.in/oldpdf/ragging/gazzetaug2010.pdf>

Internal Complaints Committee:

https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf

Attendance Monitoring Committee: Ordinances 6086 of Mumbai University

Examination Committee: From Various University of Mumbai Circulars

Centralized Assessment Process Committee: From Various University of Mumbai Circulars and ordinances

Committee for Prevention of Unfair means: ordinance 5050 of Mumbai University.

Cell For Prevention Of Caste-Based Discrimination And Committee For SC/ST,

Minority Cell, OBC: UGC (Promotion of Equity in Higher Educational Institutions)

Regulation 2012

- On 12th Feb Ms Noela requested staff members for suggestions based on any relevant document/recent document, on roles and responsibilities and committees, to be emailed to her by 15th Feb.

She clarified the following points:

Point No 1: Code of Ethics

quoted “UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2010” instead of 2018 and the reason is as follows: According to NAAC Manual for Self Study Report of Affiliated/Constituent Colleges Published in December 2019 asks for Code of Ethics Policy to be uploaded (7.1.12) if not when the peer team visits, we need to show them. If our institution is showing Code of Ethics Policy with July 2018 UGC regulations, it shows that either we haven’t had any code of Ethics before July 2018 (2015 – July 2018). or we have to show revision of previous policy in the Governing Body of the trust through its minutes of meetings after October 2018 which is difficult and unethical.

Point 2: Moreover, UGC is a recommending body, our institute and college is guided by Maharashtra University Act 2017

As per Mumbai University Circular TAAS (CT)/ICD/2018-19/1241, all affiliating colleges have to follow the above regulations (UGC Regulations 2018).

The said regulation also quotes that “These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956”. Since we are an affiliated college recognized by the commission, we also need to follow the above said regulations.

Point No 3: Grievance Redressal Cell (for Students):

https://www.ugc.ac.in/pdfnews/2813028_SG-Regulations-2019.pdf - it is the Latest Regulation

According to Maharashtra Public Universities Act, we are supposed to follow UGC regulations pertaining to Grievance Redressal Cell (for Students).

Point no 4: IQAC Committee:

The functions mentioned in the document are in the existing website of NAAC. According to Maharashtra Public Universities Act, the IQAC shall be constituted and functioned as per the guidelines of the University Grants Commission. Hence, we have to follow the norms and guidelines of UGC.

Point no 5: Anti-Ragging Committee:

<https://www.ugc.ac.in/oldpdf/ragging/gazetaug2010.pdf> - it is the Latest Regulation Even the Mumbai University in their website under the subhead 'anti-ragging cell', has uploaded the letter from UGC dated 28th May 2018 which suggests that the above mentioned regulation have to be followed.

<https://mu.ac.in/wp-content/uploads/2014/03/regarding-to-anti-ragging.pdf>

Even the Supreme Court of India has instructed all colleges to follow the norms prescribed without fail.

Point No 6: Internal Complaints Committee:

https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf it is the Latest Regulation

This regulation was developed from the "Sexual Harassment of Women at workplace (Prevention, prohibition and Redressal) Act 2013" passed by the Central Government. Since it is the law of the land, we have to follow the same irrespective of whether it has been mentioned in the Maharashtra Public Universities Act or not.

- Lot of articles and govt circulars, UGC guidelines regarding online classes to continue and discussions on when to start colleges were shared and discussed
- 2 student volunteers for Women's Development Cell - WDC were identified from each class based on a request received from the committee.
- On 11th Feb at 9pm Dr Geeta and Dr Ela attended an online meeting by cluster colleges regarding opening of colleges. Minutes were shared with all staff
- The Quality Mandate for Higher Education received from AISHE was shared
- N.S.S Unit and Vegan Outreach will organize "Virtual Tour :Mission Compassion 2021", Keynote speaker: Kuntal A. Joisher, the first mountaineer in the world to have climbed Mount Everest entirely on plant based diet, session on 25th February 2021, from 4pm to 5pm. It will be coordinated by Dr Pratima Goyal and team.
- Marathi Bhasha divas will be celebrated on Saturday 27th Feb 2021 from 4 to 5.30 pm. Participation was invited from staff and students. Ms Vibhuti and team are coordinating the same.
- PET exam application dates of University of Mumbai is ongoing and the exam is scheduled on 2nd March 2021 and a link on the website of University of Mumbai was shared.
- For **NDMA NDEC of the Department of Textile & Fashion Technology**, all donation cheques were submitted to accounts office and Manager in February for approval and depositing in bank. All were accepted by the accounts department and respective receipts were provided to donors and FDs were deposited in the bank.

Department of Textiles & Fashion Technology, is organizing the Inaugural Session of Ms Noemia D'Souza Merit Awards (NDMA) and Ms Noemia D'Souza Endowment Chair (NDEC) in the online mode on Saturday 27th March 2021 from 10am to 1pm. Ms DSouza herself will grace the occasion as the chief guest. The Presidential address will be presented by Ms Philomena Sequera, Vice President of Nirmala Niketan Institute. The Welcome address by Dr Geeta Ibrahim, and about NDMA & NDEC by Dr Ela Dedhia. Some senior Alumni are invited to give testimonials about Ms Noemia D'Souza, they are Ms Neha Karnani, Director Cisons Knits; Ms Pallavi Udeshi Hand embroidery curator and blogger; and Dr

Deepali Singhi, Principal J D Birla College, Kolkata. The three student awardees for the NDMA from the Department of Textiles & Fashion Technology department for the academic year 2019-20 are Ms Rutu Kanade MSc II, Ms Zainab Calcuttawala MSc I, and Sakina Dudhwala TYBSc. Keynote speaker for NDEC is Mr Kapil Suresh Bhurke, Senior Sourcing Manager Arvind Mills. Media partners are Textile Value Chain and Technological partners are Edfly Learn.

- To commemorate Women's day, Women Development Cell (WDC) and NSS have planned a program Stree - Entrepreneurship with a Twist, on Mon Mar 8, 2021 from 4pm – 5pm, with Alumni as speakers.. Nidhi Kaku, Department of Foods Nutrition and Dietetics alumna, Founder - VRIKSH; Chitra Pandhi, Department of Human Development alumna, Founder - Yogatainment; Saivijaya Kolnaty, (Department of Textiles & Fashion Technology alumna, Founder - Soulful Saai; Reema Kalekar, Department of Community Resource Management alumna, Entrepreneur, Food Stylist. This will be coordinated by Dr Pratima Goyal and team
- Online events are being organized by students of TYBSc, Human Development, as part of their field work which due to the pandemic they are conducting it as online sessions. Enhancing Communication Skills, On 3rd March 2021 (Wednesday), Time-1:30-2:30pm; On 3rd March 2021 (Wednesday), Be-You-Tiful This event is curated to celebrate the beauty and strength that lies within every woman scheduled from 2:30 to 3:30pm.
On Friday, 5th March from 1:00pm to 2:00pm, titled "Menstruation & Menstrual Hygiene", for 11- 16 years. An online session on Substance Abuse is planned on Saturday 13th march, 2021 from 11:30am-12:30pm for age 14- 19 years.
On Saturday 27th March, 2021, session on Managing household chores and importance of "me time" for Urban Homemakers, from 11am to 12noon, session on Communication in Marriage from 12 noon to 1pm. .
- The Department of Textile and Fashion Technology, College of Home Science, Nirmala Niketan in association with Shree Gauranga's Foundation Trust is planning a session on Quality assurance in the apparel Industry by Mr Swapnil Kole, Manager, Quality assurance on 6th March.
- The Sports Committee of College of Home Science Nirmala Niketan is planning a fun filled and stress busting session on 'Importance of Chair Yoga and Body Posture' by Mr. Sandeep Solanki, on Friday 26th March 2021, from 4pm to 5 pm
- Institutional Data has been submitted for AISHE on 17th Feb 2021
- Alumni Association was approached by Management for funds for renovation. The Alumni committee met and sanctioned an amount of Rupees Two Lakhs thirty thousand towards the awnings in the open garden area in view of the immense renovation work that the building required. It was decided that the payment will be done only at the stage when the payment has to be made which may take couple of months for sure.

The meeting ended with a vote of thanks to Dr Ela Dedhia

Dr Ela Dedhia



Incharge Principal & IQAC Coordinator

Meeting Number 36, 4th March, 2021

IQAC Online Meeting held on 4/3/2021 from 4.00pm to 5.30pm

Agenda:

- A. IQAC information for Rusa Portal
B. Deliberations/ Sharing important plans for Meetings & Activities:

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta and Dr Ela Dedhia welcomed all members present.

A. IQAC information for Rusa Portal

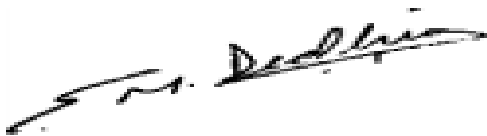
- Rusa portal had to be filled with IQAC -AQAR details and personal details of 2018-19 on rusaonline.maharashtra.gov.in with login ids and password that is provided. Several meetings were conducted by Dr Ela Dedhia with criteria teams and individual staff for the same.

B. Deliberations/ Sharing important plans for Meetings & Activities:

- It was shared that the following purchases were made
Laboratory Equipment - Cloth Shredder. Invoice no. 2020/21-0055 dt. 15/3/2021.
Solar panels - Receipt no. MPPL/2021/PRN03 dt.3/3/2021.

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 37, 5th March, 2021

IQAC Online Meeting held on 5/3/2021 from 3.00pm to 4.30pm

Agenda:

A. IQAC information for Rusa Portal - Criteria-wise meetings

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta and Dr Ela Dedhia welcomed all members present.

A. IQAC information for Rusa Portal - Criteria-wise meetings

- Criteria Wise meetings were held to complete the data on the RUSA portal

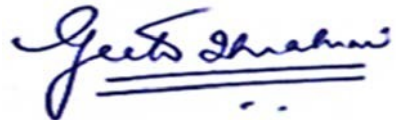
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 38, 6th March, 2021

IQAC Online Meeting held on 6/3/2021 from 9.30pm to 11.00pm and 2pm to 5pm

Agenda:

A. IQAC information for Rusa Portal - Criteria-wise meetings

Members Present:

Chairperson - Dr. Geeta Ibrahim

Coordinator - Dr. Ela Dedhia

Management Nominee - Ms. Noella Dias

Criteria I - Ms. Vibha Hasija (Convener)

Criteria II - Dr. Kamini Rege (Convener)

Criteria III - Dr. Anuradha Bakshi (Convener)

Criteria IV - Ms Sunita Jaiswal (Convener)

Criteria V - Dr. Pratima Goyal (Convener)

Criteria VI - Ms. Jaqueline Colaco (Convener)

Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta and Dr Ela Dedhia welcomed all members present.

A. IQAC information for Rusa Portal- Criteria-wise meetings

- Criteria Wise meetings were held to complete data on RUSA portal

The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting Number 39, 12th March, 2021

IQAC Online Meeting held on 12/3/2021 from 4pm to 5pm

Agenda:

- A. To decide PTV dates to be sent to NAAC
- B. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta and Dr Ela Dedhia welcomed all members present.

A. Peer team Visit dates to be proposed to NAAC

- After a lot of deliberations, keeping in mind the covid situation all expressed that it would be better to arrange the PTV after the physical reopening of the college. So the three dates decided to be proposed to NAAC were 29th and 30th June; 1st and 2nd July; 6th and 7th July. Guidelines received from NAAC were shared.
- It was also discussed that of the two student representatives in the IQAC committee, one of them had gone to another college for higher studies. Hence some other student from FYBSc has been identified with a view that she would be in college for three years at least.

B. Deliberations/Sharing of important plans for Meetings & Activities

- Dr Ela Dedhia requested all criteria conveners to send their respective drafts of AQAR 2019-20, so that it could be finalized for uploading. Several criteria-wise meetings will be held to complete AQAR 2019-20. The draft copy will be sent to Management in the 1st week of July and a meeting with the Management will be held on 10th July 2021 in view of submission of AQAR by the end of July 2021.
- On 24th March, the orientation for Avishkar is planned, for which Ms Roopa Rao has been coordinating with the University. She will also comperere this orientation program. University of Mumbai is organizing an Online Avishkar Research Convention this year for which the link will open on 18th March. Since field research work is not possible, only proposals are invited. A workshop giving detailed insight to the rules and regulations for this year, designing research proposals and making research presentations is being organized by the University of Mumbai. The flier and registration link was shared. The teachers and students are encouraged to participate. Dr Kamini

Rege will be coordinating within our college. The research topics of students need to get finalized and put in the appropriate category.

- Three students of Department of Community Resource Management Ms Sakshi Gupta, Ms Zoya Mansuri and Ms Vinitha T have been offered a three month internship at the Vidyan Bhavan.
- It was discussed that when any department or Committee was organizing a program or webinar to be careful when preparing the flier / brochure as we are not permitted to use University logo or logo of any collaborative organization without their permission. Also not to use any kind of religious symbol on the flier. This holds true for certificates also and to put on hold any certificates that bear such symbols. The protocol for conducting any Virtual activity remains the same as for Offline
- On 26th March 2021 CDC will be conducted at 4pm, so all department reports, committee reports etc. were called for. IQAC report will be presented also. Reports need to be presented from 7th August to 31st October 2020, 1st November to 31st December. In case anyone has any suggestions or concerns, they were asked to first forward the same to IQAC. Next CDC meeting will be scheduled for May 2021.

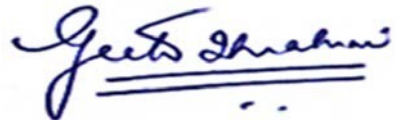
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Meeting No 40, 29th March, 2021

IQAC Online Meeting held on 29/3/2021 from 9 am to 2pm and 30/3/2021 from 9am to 5pm (criteria-wise)

Agenda:

- A. To work on the draft of AQAR 2019-20
- B. Deliberations/Sharing of important plans for Meetings & Activities

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Dr. Pratima Goyal (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

A. To work on the draft of AQAR 2019-20

- Different criteria-wise meetings were held to complete AQAR 2019-20 in different time slots. As Dr Ela Dedhia offered to complete upto submission stage, the AQAR 2019-20 after retirement, as she was retiring on 30/3/2021 and NAAC had extended the date of submission of 2019-20 AQAR to May 2021 due to the covid situation. The Management and Principal together agreed that it would be appropriate to do so. It was decided that Dr Dedhia could call for extraordinary IQAC meetings to interact with the core committee members and complete the same. The same was also decided for AQAR 2020-21 for the period upto which she was Convener which was from 1st July 2020 upto 31st March 2021.

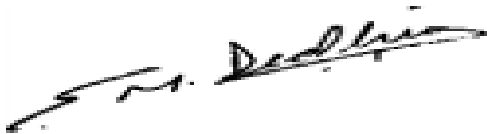
B Deliberations/Sharing of important plans for Meetings & Activities

- It was shared that all 17 short courses that were presented at the Adhoc Board of Studies of Home Science of the University of Mumbai on 20th March 2021 have been sanctioned by the Ad Hoc Board of Home Science and now it will go through further sanctions from various statutory committees of the University, after approval of which we will be officially informed about them from the University. They will be reviewed by the Board of Deans, Academic Council, Management Council, and various University authorities, and all the courses (certificate, diploma and advanced diploma courses of varying duration) will get approval at the university level. After approval from the Chancellor's office, the courses would begin from 2022-23 and they will be uploaded on the University website soon.
- Dr Pratima Goyal was appointed IQAC convener from April 1st 2021 upto the completion of PTV which was due anytime after a couple of months.

- 14th March Ms Zainab Patanwala student of FYBSc won Ms Poise Model of the year 2021 category. She will be crowned by Ms India, Disha Mahajan
- On 16th March our college was registered for ATAL ranking of institutes for Innovation in HEI for which Dr Anjali is designated as Nodal officer. The data for ATAL ranking is being uploaded by her and will be completed on 31st March.
- A webinar series was planned by CRM department, titled Aspiring to Achieve - AAROHAN was planned for the 17th and 23rd of April for Managing Systems, Processes, Safety and Occupational.
- A session by Mr Aman Ansari - Vastrakala Tana Bana Maheshwari Handloom was scheduled on 26th April organized by Department of TFT
- An orientation to EMDR (Eye Movement Desensitization and Reprocessing) therapy by Mr Chintan Naik is organized for 29th April by Department of HD.
- Dr Ela Dedhia was retiring on 31st March 2021, thus the staff of the college did express their desire for a farewell for her and an online one due to covid situation but she said she would not want any formal farewells. However Dr Geeta Ibrahim thanked her for her dedicated services of 39 long years and said that Dr Dedhia will be with us for AQAR 2019-20 completion and for the PTV whenever it happens, so a farewell can be planned after that whenever the college will start physically.
- Nominations are invited for the UNESCO 2021 edition of Girls and Women's Education.
- The purchases of the following was shared:
 - Smart Classrooms** - Public address system.
 - Staff rooms** - Civil work 30% advance.
 - Computer Software** - Total Shield standard 5 user PL.
- The purchase of the following would be processed:
 - Lab Equipments**- CIS-18 Plus Orbital shaking Incubat.
 - Sports Fitness and Facilities** - Basket balls 4 pcs
 - Exam Cell** - Mutlifunction machines MFM Model - Xerox Versalink C7020

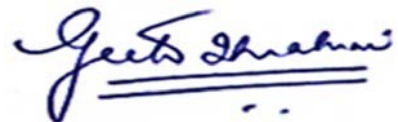
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Extraordinary Meeting Number 1 to 7 for completion of AQAR 2019-20

IQAC Online Meetings were held from 3rd May to 6th May 2021 from 10am to 12noon and 2.30pm to 4.30pm

Agenda:

A. To finalize draft of AQAR 2019-20

Members Present:

Chairperson - Dr. Geeta Ibrahim

Coordinator - Dr. Ela Dedhia (upto 31st March 2021) -

Coordinator - Dr. Pratima Goyal (1st April 2021 onwards)

Management Nominee - Ms. Noella Dias

Criteria I - Ms. Vibha Hasija (Convener) (Monday 3rd May - 10am to 12noon)

Criteria II - Dr. Kamini Rege (Convener) (Monday 3rd May - 3pm to 5pm)

Criteria III - Dr. Anuradha Bakshi (Convener) (Tuesday 4th May - 2.30pm to 4.30pm)

Criteria IV - Ms Sunita Jaiswal (Convener) (Wednesday 5th May - 11am to 1pm)

Criteria V - Ms Sanghmitra Navalgund (Convener) (Tuesday 4th May 10am to 12noon)

Criteria VI - Ms. Jaqueline Colaco (Convener) (Thursday 6th May 2.30pm to 4.30pm)

Criteria VII - Ms Rhonda Diwecha (Convener) (Thursday 6th May 10am to 12noon)

Minutes of the meeting:

Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

A. To finalize draft of AQAR 2019-20

- Several criteria-wise meetings were held to complete AQAR 2019-20. Suggestions were given which needed to be incorporated. NAAC further extended the date of submission of AQAR 2019-20 in view of the covid situation, so more time was available to work on the drafts.

It was decided that the draft copy will be sent to Management in 1st week July and a

a meeting with Management will be held on 10th July 2021.

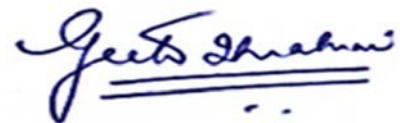
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Minutes of the IQAC meeting held on 24th May 2021 at 2.45 p.m.

Members present:

IQAC Chairperson-Dr. Geeta Ibrahim
IQAC Coordinator- Dr. Pratima Goyal
Secretarial Assistance: Ms. Ritu Wagle
Criteria I- Ms. Vibha Hasija (Convenor)
Criteria II- Dr. Kamini Rege (Convenor)
Criteria III- Dr. Anuradha Bakshi (Convenor)
Criteria IV- Ms. Sunita Jaiswal (Convenor)
Criteria V- Ms. Sanghmitra Navalgund (Convenor)
Criteria VI- Ms. Jaqueline Colaco (Convenor)
Criteria VII- Ms. Rhonda Divecha (Convenor)

Agenda:

1. Welcoming the new IQAC Coordinator, Dr. Pratima Goyal.
2. Preparation for the NAAC Peer Team visit.
3. Discussion regarding a theme for the year 2021-22

Dr. Geeta Ibrahim welcomed Dr. Pratima Goyal as the new coordinator of the IQAC. She mentioned that Dr. Dedhia (Former Coordinator –IQAC) will upload the AQAR 2019-2020. Dr. Ibrahim said though there is a lot of uncertainty because of the pandemic we will as of now presume that the Peer Team visit would take place as scheduled in July 2021. As everything is through online mode we need to strategize how to organize and prepare for the Peer Team visit.

Dr. Goyal mentioned that the IQAC committee being dynamic was confident there would be lots of support and contribution from all. She requested everyone that preparation for making the PPTs for the Peer Team visit should begin. Documents and details criteria wise will be submitted. Documentation needs to be ready. Original will be with source and the copies can be collated and maintained with each Criteria Convenor. A sheet can be maintained criteria wise as to with whom the original document is with. Fauzan needs to be asked to be take backups of the NAAC documentation and scans for NAAC Peer Team visit.

For AQAR 2020-21, we need a robust Annual report. Each criterion could avail of data from the Annual report and hence members would not have to struggle. The AQAR 2020-21 has to be uploaded by December 2021. AQAR 2020-21 will be overseen by Dr. Goyal. The required data of self and department from July 2020 up to March 2021 has to be shared by Dr. Ela Dedhia (before retirement)

A Perspective plan for 2021-22 needs to be etched out. It can be proposed in the all staff meeting and the heads can speak with their respective departments about the same.

Dr. Kamini Rege mentioned that basic format of what is needed in the PTV is required as it will ensure uniformity. She mentioned that she had shared a video and PPT of a webinar that she had attended in March 2020 which outlines slide wise what each PPT should include and other important details. Instead of preparing the entire PPT, criteria question wise slides can be made and meetings can be scheduled to ensure that the information and format in it is correct and only then continue to the next slide. Criteria PPT needs to be prepared as on the basis of that the Principal, IQAC Coordinator and Head of the Departments' PPT can be made. So a standard format for the same has to be cascaded to all the criteria convenors. Principal, IQAC Coordinator and Head of the Department's presentation should include add- ons in each criteria excluding the best practices.

Dr. Bakshi mentioned that in the last Peer Team visit, the Principal and IQAC coordinator had to make a PPT. Also, everything has been included in the SSR with the exception of few things which were removed by the NAAC officials in the DVV. In case if the information needs to be stored in a particular format, that can be done. 2 templates or information can be provided in a document.

Ms. Hasija suggested that we can download the data from the SSR. She also asked if the PPTs for the PTV will be up to 2019-20 as then documents for the year 2019-2020 will have to be kept ready. We need to focus on the Qualitative questions as Quantitative questions have been scored.

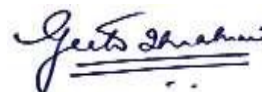
Ms. Colaco informed all that focus has to be on the SSR as that will be validated. She suggested that instead of Criteria wise PPT, data that is needed can be furnished for the Principal and IQAC Coordinator's PPT.

A separate meeting will be conducted for discussion of the Theme for the year 2021-22. Suggestions can be taken from all staff for the same before the next meeting.

The meeting concluded with a vote of thanks from Dr. Goyal.



Dr. Pratima Goyal
Coordinator-IQAC



Dr. Geeta Ibrahim
Principal

**Minutes of the IQAC meeting held on 29th May 2021 at
10.00 a.m.**

Members present:

IQAC Chairperson-Dr. Geeta

Ibrahim IQAC Coordinator- Dr.

Pratima Goyal Management

Nominee- Ms. Noella Dias

Secretarial Assistance: Ms. Ritu

Wagle

Criteria I- Ms. Vibha Hasija (Convenor)

Criteria II- Dr. Kamini Rege (Convenor)

Criteria III- Dr. Anuradha Bakshi

(Convenor)Criteria IV- Ms. Sunita

Jaiswal (Convenor)

Criteria V- Ms. Sanghmitra Navalgund

(Convenor)Criteria VI- Ms. Jaqueline Colaco

(Convenor) Criteria VII- Ms. Rhonda Divecha

(Convenor)

Agenda:

1. Perspective plan 2021-22
2. Theme for the year 2021-22

Dr. Goyal welcomed all members. She informed all that the broader outlook of the Perspective plan can be discussed today. So departments can etch out their plans and it can be discussed further. Dr. Ibrahim also stated that most committees have some novel ideas and suggestions so that too can be stated and discussed.

1. Perspective Plans 2021-21

Mrs. Vibha Hasija (Foods, Nutrition and Dietetics)

- To continue with the existing MoUs and sign more with other institutes.
- Strengthen collaborative activities, either as webinars, conferences or other programs.
- Planning to conduct collaborative national and international programs with NSI, IDA, IAPEN.
- Organize ongoing webinar series with Tata Cancer and other specialty hospitals.
- Continue student led activities- Nirmal Swasthya
- Programs during World Breast Feeding week –August
- Programs during National Nutrition Month- September
- Recognizing and honoring the achievements of Alumni- Inspire, PRERNA- October/November
- International Collaborative Webinar- December

- Activities for students
- IDA instituted programs and awards –Utkarsh and department instituted awards-Nirmal Seva
- Gyan Rachana – Creative educative material

- Encourage student participation in research-based competitions
- Continue with Basic Physiology lecture series
- Introduce Basics of Research to the T.Y. BSc
- Offer consultancy
- Reintroduce the Bridge Course at the entry level of PG programs

Dr. Anuradha Bakshi (Human Development)

- Flexibility and adaptability whilst coping with unpredictability are key strengths that remain relevant in the coming academic year.
- Supporting students in these uncertain times academically, personally and holistically.
- Working as a cohesive department and college team towards a successful PTV in the coming academic year.
- Participation in training for online teaching and learning processes, upgradation of related skills.
- Online teaching using creative and participatory teaching-learning methods and scaffolding students' learning through online modes.
- Upgradation of knowledge and skills through Webinars and MOOCs.
- Increasing the visibility of the department and college through Webinars and online courses (branding)
- Department of Human Development are in the process of seeking university affiliation for add-on courses (Creative Parenting, Orientation Course in Indian Sign Language) and Revisiting the Old and Examining the New: Knowledge Updates in Human Development and Allied Areas ; these have been passed at the Ad Hoc BOS for Home Science and now are being forwarded to higher authorities.
- Themes for Webinars in 2021-22- Human Development Webinar Lecture Series, Webinar Series showcasing Alumnae Expertise, Motivational and Inspirational Webinar Series, Socioemotional and Physical Well-being Webinar series.
- Have an event to give scholarship prizes to meritorious students and students requiring financial assistance.

Dr. Pratima Goyal -TFT Department - Perspective plans for dept and

college: For dept:

- International conference being planned in collaboration with Textile Institute for the coming academic year
- A National Conference in association with Home Science Association of India can be planned. The conference can be either at Department level or even as an Interdisciplinary for all Departments in the College.
- Vocational training / Skill Development Training / Entrepreneurial skill development program can be planned on lines with NEP in the form of National Seminar or can be planned as an FDP for Vocational training in association with Pandit Madan Mohan Malaviya National Mission for Teachers and Teaching/AICTE
- Seminars/Workshops/Talks can be conducted by the department and through the IIC, EIC. IIC and EIC need to look out for industries who could offer seed money.

- Some activities can also be planned in collaboration with Nirmala Niketan Institute during the vacation.

Some of the other activities discussed for the growth and welfare of the students are:

- Motivational talks
 - Success stories of successful entrepreneurs
 - Establishment of Pre-incubation and incubation cell
 - Seminars/workshops related to ideation, innovation and prototype development
 - Seminars/workshops related to entrepreneurship development and start-ups
 - Seminars/workshops related to IPR
 - Looking out for sponsorship...for seed money for EIC
- A Refresher Course can be organized for Faculty which can be conducted through MHRD or RUSA and UGC.
 - MOOC courses can be planned individually by the staff for the Swayam portal. Staff can work towards module planning and curriculum development for the same. Dr. Madhan will update the process for the same once the necessary approvals are obtained in the MOOC committee.
 - Regular activities of the department will continue, which include:
 - Swadeshi Swag
 - Jamboree - Annual Fashion Show
 - Jamboree Haat–Market
 - Jamboree – Workshops & Competitions
 - Extension work activities
 - Fieldwork
 - Educational Tour – Visits to industries, traditional art and craft centres, museums, etc
 - Seminar / Conference / Session / Workshop, which will be clubbed with Noemia D'Souza Endowment Chair
 - Vastrakala (Paramparik Karigar)- Expert talks and workshops conducted by traditional Artisans
 - Story of Achievers, which will be clubbed with Noemia D'Souza Merit Award and can also be routed through the Alumni Association
 - Consultancy
 - Reapply for Approval of the two new M.Sc. programmes and five (VAC and Add-on Courses) of the department
 - M.Sc. Programmes:
 - Fashion Retail Management & Media Communication
 - Fashion Styling & Product Development
 - Request the Management to allow the department to conduct crash courses of the proposed VAC and Add-on Courses till the approval from the University is obtained

- CAD CAM and Computer Technologies in Textile and Apparel Industry (for MScI and MSc II)
- Technological Skills for the 21st Century
- Design Thinking, Innovation and Start-Ups
- Personal Styling, Grooming and Fitness
- MOUs to be signed and collaboration to be strengthened with International, National and Local institutes, industries, GOs and NGOs for the growth and development of the Department & College
- Organize programmes for the faculty members related to professional / technological development.
- Establishment of Parent Teacher Association (PTA) for the parents of T.Y. BSc & M.Sc., to regularly involve the parents with the activities of the Department.
- Feedback form for syllabus revision (for all entry level programs) to be created for Alumni, Industry and other stakeholders
- Department publication in association with research unit once it is added to the UGC CARE list
- Renovate clothing labs

For College:

- Apply for RUSA Grant for Capacity building
- Setup a centre to train students for UPSC and NET / SET exams on a regular basis.
- Capacity building schemes can be initiated which will cover multiple areas for students like Language lab for English, Spanish, French and Mandarin (can be accomplished through tie-ups in the University Departments), Soft Skill Development and Skill Development programmes. Under the new Programme “Hunnar – Build Your Skill”. Necessary approvals will be obtained from the IQAC and CDC for the same.
- Registration of Alumni Association to be completed once the lockdown eases as multiple programmes can also be organized through the Alumni Association annually. Dr. Goyal updated that a Chartered Accountant firm is engaged who has worked on the segregation of accounts for the Alumni of the Degree and Polytechnic sections of the college and is working on the registration of the Alumni Association. A minimum of two activities can be planned for the students by the Alumni of the Department.
- Syllabus revision at all entry levels, however the same will have to be taken up by the entire college. Approval for the same can be sought through the IQAC and CDC.
- Ethics committee of the college also has to be formalized since it is not yet recognized in other organizations.
- To increase student participation in local/ inter-collegiate/state/national/international levels
- To sensitize students to issues of environmental conservation

- Sort out issues pertaining to pension and provident fund
- Sign MOUs with national/international universities/Industries
- To provide greater financial support to needy students in times of pandemic especially through Alumni Association and Scholarship Committee
- To strengthen mentor-mentee relationship during the pandemic
- To strengthen Corpus Fund
- Encouraging advanced learners through additional courses like MOOCs, Coursera etc.

Mrs. Sunita Jaiswal (Community Resource Management)

- To have new collaborations for Research, Academic and Extension activities.
- Online Webinars- In collaboration with Consumer Guidance Society of India, Student led Annual Alumni meet “AAROHAN” Aspiring to Achieve webinar series, Awareness programmes as part of DLLE Extension Activities.
- Events organized by Students: Formal and Informal Events
- Cultural Fare

Dr. Pratima Goyal – Perspective Plans of the IQAC

Curriculum Revision

- To begin with the F.Y. BSc., M.Sc. 1 & P.G. Dietetics syllabus revision in 2021-22
- To apply for MHRD, RUSA Grant/UGC Grants for Capacity building to conduct FDP, refresher course, etc.
- To encourage staff to plan modules and develop curriculum for MOOC courses for the Swayamportal
- To develop add- on certificate and value-added courses
- For the already purposed add- on certificate and value-added courses at the university level, as it will take time for approval, we can introduce them as a **crash course** for this academic year
- To introduce, reintroduce and continue the Bridge Course at the entry level of PG Programs

Student Empowerment

- To increase student participation in research-based activities.
- To encourage student's participation and student led activities in local/ inter-collegiate/state/national/international levels
- To make our students sensitive citizens and have awareness creation programs related to environmental conservation, vaccination, Covid related issues, etc. through NSS and Department activities
- To provide greater financial support to needy students especially in times of pandemic through Alumni Association and Scholarship Committee
- To support students in these uncertain times academically, personally and holistically.
- To strengthen mentor-mentee relationship during the pandemic and otherwise.
- To encourage advanced learners through additional courses like MOOC, Coursera etc.

- To explore possibilities of collaboration to train students for Competitive exams such as UPSC and NET / SET/ PET exams on a regular basis.
- To initiate Capacity building schemes for students which will enhance employability skills like Language skills, Soft Skill and Vocational Skill Development programs

Faculty Development

- To organize sessions for professional development of teaching and non-teaching staff
- To encourage and felicitate teachers for different achievements and to provide incentives for the same
- To train teachers for online teaching using creative and participatory teaching-learning methods and scaffolding students' learning through online modes.
- To proactively facilitate the resolution of professional concerns of staff
 - a. Protecting the service book and other professional documents is important and to keep a xerox of our service book and the duplicate service to be updated
 - b. To support career advancement through CAS
 - c. To start with the pension paper in time

Furthering Learning, Research, Innovation, Entrepreneurship and Extension

- To organize International, National, State or Local level - conference/ webinars either department-wise or interdepartmental with various institutes, organizations and industry.
- To collaborate and plan need-based activities for the beneficiary at DHM centers in rural and urban setups
- To process the addition of the Research Reach Journal publication to the UGC CARE list
- To explore the possibility of re-establishing the Ethics committee
- To conduct seminars/webinars/workshops/talks in various areas through the Institute Innovation Cell, Entrepreneurship Incubation Cell and the National Innovation & Startup Policy to develop entrepreneurial skills in students.

Supporting the administrative processes of the Institute:

- To develop SOPs/ protocols for various activities for admissions at different levels, for staff promotions, etc.
- Staffing:
 - a. To ensure application and follow up for NOC in time for the vacant post
 - b. To get a contractual teacher on a consolidated salary rather than a CHB, as it will help in the growth of the department and college

Liaisons - Professional and Industry

- To continue with the existing MoU's and sign new MoU's and to strengthen collaboration with International, National and Local-institutes, industries, GOs and NGOs for the growth and development of the Department & College for research, academic and extension activity.
- To offer and increase consultancy services

Liaisons – Stakeholders

- To establish a formalized interactive group- with Parents as they are important stakeholders
- To complete the Registration of Alumni Association and make it more robust
- To organize department wise programs to recognize and honor the achievements of students and Alumni

Liaisons – Media and Community

- To extend media publicity of the Departments and College, by making efforts to get coverage of different events organized.

Resource Mobilisation and Utilisation

- To strengthen the Corpus Fund
- To organize the details of each of the department/ committee funds through separate accounts
- To develop a process for departmental funds:
 - a. Initiate separate saving accounts for each department
 - b. To provide refundable seed money to the departments for various activities and events
 - c. Out of the surplus amount/ profit generated after the expense – 25% of it will go to the NNl corpus fund and remaining will be retained by the department for further activity

2. Theme for the year 2021-22

Many suggestions were made by the members of each department for the theme for the year 2021-

22. They were as follows: -

- Health is wealth
- Mental and Physical wellbeing
- Women empowerment
- Empower girls: Before, during and after crises
- Empowerment: For Brighter Tomorrow
- People and Nature
- Inclusion in education
- Way Ahead in New normal
- Pathway in New normal
- Inclusive growth
- Home Science Education - Ubiquitous and All Inclusive with Virtual Reality
- Rebuild Redesign Reclaim
- Moving Forward and Together

- Extending holistic SUPPORT to students and all stakeholders.
 - Can be framed as follows too: SUPPORT and COMPASSION
 - Or HOLISTIC SUPPORT

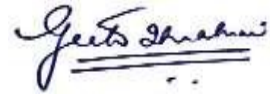
All the members agreed with the following theme for the year 2021-22:

“Reclaim Rebuild Redesign - Moving Forward Together “

The meeting concluded with a vote of thanks from Dr. Goyal.



Dr. Pratima Goyal
Coordinator-IQAC



Dr. Geeta Ibrahim

Minutes of the IQAC meeting held on 30th June 2021 at 5.30 p.m.

Members present:

IQAC Chairperson-Dr. Geeta Ibrahim
IQAC Coordinator- Dr. Pratima Goyal
Management Nominee- Ms. Noella Dias
Secretarial Assistance: Ms. Ritu Wagle
Criteria I- Ms. Vibha Hasija (Convenor)
Criteria II- Dr. Kamini Rege (Convenor)
Criteria III- Dr. Anuradha Bakshi (Convenor)
Criteria IV- Ms. Sunita Jaiswal (Convenor)
Criteria V- Ms. Sanghmitra Navalgund (Convenor)
Criteria VI- Ms. Jaqueline Colaco (Convenor)
Criteria VII- Ms. Rhonda Divecha (Convenor)

Agenda:

1. Discussion of dates to be emailed to NAAC for Peer Team Visit.

Dr. Goyal welcomed all members. She congratulated the Avishkar team, teachers as well as students who have done a fabulous and commendable job and Dr. Ibrahim, our principal for her support. The teachers had recently attended a three day workshop on “Outcome Based Education” organized by the IQAC; Dr. Goyal appreciated all teachers for their efforts. She mentioned that the focus should now be on how to fruitfully incorporate the teachings of the workshop and use it across all departments for POs and COs. Dr. Goyal requested some teachers to help with the tabulations and share with other staff. She mentioned the need to analyse the areas where we need some more development; to improve and concentrate on the period post uploading the SSR.

This meeting with the core committee was especially organized to discuss the dates (3 slots) to be emailed to NAAC for the Peer Team visit.

Dr. Ibrahim informed all the members that as per the email received from NAAC, the peer team visits are to restart from the 4th week of July 2021 onwards and certain precautionary measures have to be initiated like the following;

1. All the Teaching, Non-teaching staff have to be 100% vaccinated.
2. All the hospitality staff be 100% vaccinated.
3. All the students on the campus to have received at least 1st dosage of vaccine.
4. All the drivers ferrying the staff/Peer Team members be 100% vaccinated.
5. Sanitisation of the campus and all the surrounding area.

Hence, Dr. Ibrahim had collated data regarding the vaccine schedules of all teaching and non-teaching staff to get a tentative idea as to who all will be present on the slots decided. The other factors that also

needed to be considered are the festivals and holidays in August and September 2021. The possibility of Covid19 cases rising around these festivals also could not be ignored.

A discussion commenced between the members and keeping all the important factors in mind the following three slots were decided:

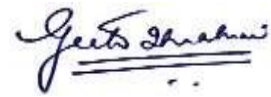
2. 1st and 2nd September 2021
3. 2nd and 3rd September 2021
4. 6th and 7th September 2021

Ms. Noella was requested to inform the management about the 3 slots to be emailed to NAAC and take their approval.

The meeting ended with a vote of thanks.



Dr. Pratima Goyal
Coordinator-IQAC



Dr. Geeta Ibrahim
Principal

Extra-ordinary Meeting Number 8 for completion of AQAR 2019-20

IQAC Online Meetings were held on 2nd July, 2021, from 12.30pm to 2.30pm and 3pm to 5pm

Agenda:

A. To finalize draft of AQAR 2019-20

Members Present:

Chairperson-Dr. Geeta Ibrahim

Coordinator - Dr. Ela Dedhia (upto 31st March 2021) -

Coordinator - Dr. Pratima Goyal (1st April 2021 onwards)

Management Nominee - Ms. Noella Dias

Criteria I - Ms. Vibha Hasija (Convener)

Criteria II - Dr. Kamini Rege (Convener)

Criteria III - Dr. Anuradha Bakshi (Convener)

Criteria IV - Ms Sunita Jaiswal (Convener)

Criteria V - Ms Sanghmitra Naval Gund (Convener)

Criteria VI - Ms. Jaqueline Colaco (Convener)

Criteria VII - Ms Rhonda Diwecha (Convener)

Minutes of the meeting:

Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

A. To finalize draft of AQAR 2019-20

- Final draft was run through with respective criteria members before sending the draft to Management on 6th July and before meeting members of Management on 10th July 2021.

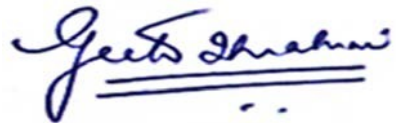
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal

Extra-ordinary Meeting Number 9 for completion of AQAR 2019-20

IQAC Online Meetings were held on 10th July from 5.00pm and 8.00 pm)

Agenda:

A. To discuss the draft of AQAR 2019-20 along with Management and all staff.

Members Present:

Chairperson - Dr. Geeta Ibrahim
Coordinator - Dr. Ela Dedhia (upto 31st March 2021) -
Coordinator - Dr. Pratima Goyal (1st April 2021 onwards)
Management Nominee - Ms. Noella Dias
Criteria I - Ms. Vibha Hasija (Convener)
Criteria II - Dr. Kamini Rege (Convener)
Criteria III - Dr. Anuradha Bakshi (Convener)
Criteria IV - Ms Sunita Jaiswal (Convener)
Criteria V - Ms Sanghmitra Naval Gund (Convener)
Criteria VI - Ms. Jaqueline Colaco (Convener)
Criteria VII - Ms Rhonda Diwecha (Convener)

All staff (already members of IQAC) were invited for the meeting.
Dr Maggy and Ms Philiomena were also invited to attend the meeting.

Minutes of the meeting:

Dr Geeta Ibrahim and Dr Ela Dedhia welcomed all members present.

A. To discuss the draft of AQAR 2019-20 along with Management and all staff.

- The uploaded pdf copy on NAAC portal was discussed in detail and suggestions were given to be incorporated and emailed final version by 16th July. Members of management, Dr Geeta Ibrahim and Dr Ela Dedhia appreciated work done by each staff member. They also appreciated the contribution by Dr Ela Dedhia after retirement. Dr Dedhia assured that final AQAR will be uploaded before 28th July 2021 as 30th July is the deadline by NAAC. This was accomplished on 28th July 2021.

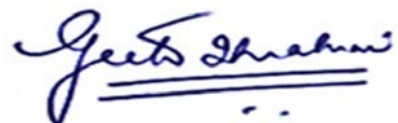
The meeting ended with a vote of thanks to Dr Geeta Ibrahim & Dr Ela Dedhia

Dr Ela Dedhia



IQAC Coordinator

Dr Geeta Ibrahim



Principal