

**(Part I) PTV Preparation meeting with IQAC**  
**24/07/2021 at 2.30 pm**

**Members present:**

IQAC Chairperson-Dr. Geeta Ibrahim  
IQAC Coordinator- Dr. Pratima Goyal  
Management Nominee- Ms. Noella Dias  
Senior Admin. Officer: Ms. Cheryl Machado  
Senior Librarian: Ms. Prajakta Mhaprolkar  
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. Preparation of the Peer Team visit.

Dr. Goyal welcomed all the members and requested Dr. Ibrahim to address everyone. Dr. Ibrahim thanked Dr. Goyal and addressed all the members. She said that 6<sup>th</sup> and 7<sup>th</sup> September is not too far away and is fast approaching. We all need to gear up in whatever way we can for working towards those two days. Dr. Ibrahim mentioned that she had a small meeting with Ms. Ritu Wagle to jot down whatever points she could think of, thinking back to the last Peer Team Visit. Things may change due to covid but 100% vaccinated staff will be present for the Peer Team Visit. Dr. Ibrahim mentioned that the vaccine details of all staff are being collated. The names of the hotels are already given to NAAC and all payments made. Only the travel schedule of the Peer team members will be informed to us. We need to have 3 vehicles with fully vaccinated drivers for the Peer team. Another discussion with Ms. Noella and Dr. Goyal had taken place to initiate some brainstorming regarding the various committees for the Peer Team visit, she requested Dr. Goyal to share the outline with the IQAC members.

Dr. Goyal started sharing the outline of the committees with the IQAC members

The outline was developed from Dr. Ayub Shaikh's session on **A – Z OF PTV (An Insight into preparation for Peer Team Visit)** held on 13<sup>th</sup> July 2021 organised by the IQAC and also from the Valia college PPT that Dr. Rege had shared with the IQAC members.

### **Committees**

#### **Criteria wise committees for documentation and filing**

- Ms. Vibha Hasija
- Dr. Kamini Rege
- Dr. Anuradha Bakshi
- Ms. Sunita Jaiswal
- Ms. Sanghmitra Navalgund
- Ms. Jacqueline Colaco
- Ms. Rhonda Divecha

#### **Steering committee to plan and execute the PTV**

- Dr. Magy Allesu
- Dr. Philomena Sequeira
- Ms. Noella Dias
- Dr. Geeta Ibrahim
- Dr. Pratima Goyal

#### **Infrastructure committee**

Set up Library, laboratories (Check the operation and working conditions of the machines, Tag the machines, SOP's), classrooms, luxurious room for peer team etc.

- FND- Dr. Subhadra Mandalika and Dr. Minelly Rodrigues
- HD- Mrs. Rhonda Divecha and Ms. Khyati Sampat
- TFT- Ms. Vrinda Udiaver and Dr. Anjali Srivastava
- CRM- Mrs. Sunita Jaiswal and Ms. Roopa Rao
- Library- Ms. Prajakta Mhaprolkar and Ms. Nivedita
- Chemistry/Other Laboratories- Teachers mentioned above, Mr. Vijay and other related non-teaching/support staff
- Clothing Laboratory- Ms. Christaline and Mr. Shailesh
- Food Laboratory- Request Molly and check her vaccination status or which staff to be assigned.

#### **Reception committee**

Receive the Peer Team Members at the airport and the hotel.

3 sanitised cars with fully vaccinated drivers on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> September 2021

- Dr. Geeta Ibrahim (Receive Peer Team member)
- Dr. Pratima Goyal (Receive Peer Team member)
- Dr. Anuradha Bakshi (Receive Peer Team member)
- Ms. Noella Dias (Receive at the Hotel)

- Ms. Cheryl Machado (Receive at the Hotel)

#### **Transport committee**

- Ms. Noella Dias
- Mrs. Roopa Rao
- Ms. Cheryl Machado

#### **Welcome Committee**

Traditional welcome by students with an arti, shreephal, shawl and handmade flowers.

- Dr. Magy Allesu
- Dr. Philomena Sequeira
- Ms. Noella Dias
- Dr. Geeta Ibrahim
- Dr. Pratima Goyal
- Ms. Vibha Hasija
- Dr. Kamini Rege
- Dr. Anuradha Bakshi
- Ms. Sunita Jaiswal
- Ms. Sanghmitra Navalgund
- Ms. Jacqueline Colaco
- Ms. Rhonda Divecha
- Students will welcome the Peer Team in traditional Maharashtrian attire.(Ms.Sanghmitra Navalgund to arrange)

#### **Refreshment/Hospitality committee**

- Refreshment- Ms. Jacqueline Colaco and Ms. Vibhuti Khedekar (Food to be catered from outside/check with Dr. Anuradha Mitra for caterers)
- Hospitality- Ms. Roopa Rao and Ms. Payal Maheshwari
- Assistance- Ms. Molly, Ms. Christaline , Food Laboratory staff and students(Mrs. Sunita Jaiswal to look into it).

#### **Technical assistance committee**

- Ms. Thelma
- Mr. Fauzan
- Mr. Baptist

#### **Website maintenance and updating committee**

- Ms.Thelma

#### **Cultural committee**

- Ms. Sheetal Joshi
- Ms. Sanghmitra Navalgund
- Ms. Gulnaaz Engineer

- Students

### **Committee for organization of Parents and alumni meet and Students' meet and Stakeholders**

- Letters with RSVP, coordination with students (SYBSc, TYBSc, MSc II), Identify students through Google forms (with atleast first vaccination done), parents (100 % vaccinated) and other stakeholders (100 % vaccinated) etc.
- FND- Ms. Vibha Hasija, Dr. Ratna Raje Thar and Ms. Fatima Kader
- HD-Dr. Anuradha Bakshi and Dr. Kamini Rege
- TFT- Dr. Ritu Madhan , Ms. Neha Mulchandani and Dr. Vishaka Karnad
- CRM- Mrs. Sunita Jaiswal and Ms. Roopa Rao
- FYBSc- Dr. Vishaka Karnad
- SYBSc- Ms. Roopa Rao
- Assistance in typing/printing/emailing of letters– Mr. John and Mr. Pankaj (General office)

### **Committee for organization of Exit meeting**

- FND- Dr. Subhadra Mandalika and Dr. Minelly Rodrigues
- HD- Mrs. Rhonda Divecha and Ms. Khyati Sampat
- TFT- Ms. Vrinda Udiaver and Dr. Anjali Srivastava
- CRM- Mrs. Sunita Jaiswal and Ms. Roopa Rao

### **Committee for video shooting**

- Mr. Amol Joshi

### **Timekeeping:**

- Ms. Neha Mulchandani

### **Things to remember:**

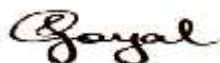
- The visit is effectively for 1.5 Days only.
- The Peer Team has read the SSR.
- Only Qualitative Metrics (descriptions / information) will be verified.
- The DVV queries (deviations / clarifications) related to Quantitative Metrics may be verified.
- Documents may be verified.
- Interactions will be precise and critical.
- Presentations / Interactions should not duplicate information given.
- Adherence to schedule / timing is absolutely essential.
- All the stakeholders on the campus compulsorily wear a mask.
- They shall take care of social distancing norms as per the SOP of Dept. of Health, GOI from time to time.
- During the presentations and interactions, the person presenting or interacting with the Peer team can remove the mask only during the Interaction, but shall take care of the distance.
- The HEI shall ensure the availability of Hand sanitizer at all places.

- Any program/activity related to Peer Team visits may have a maximum audience of not more than 50-60 personnel. The program can be planned with minimum number of stakeholders. Large congregations must be avoided.

The HEI concerned has to give an undertaking in writing as below:

- Quarantine free hotels, which maintain good hygiene and cleanliness and preferably the hotel should be situated in and around the HEIs.
- The HEI is ready to undertake the PTV and all the rules and regulations with regards to Covid19 framed by the GOI are followed.
- HEI should not involve faculty, students, employees or anyone who is affected by Covid19. Should not involve personnel who are asymptomatic and not in good health.
- The local transport is to be managed by the college.
- The Peer Team members are to be received by the college from the Airport and are to be taken to the place of stay.
- A meeting is fixed with the committee on day “zero” after the committee has met at the place of stay.
- The next day plan is discussed on day zero. The PTV is to be organized as per their plan.
- The Principal, IQAC coordinator and NAAC steering committee coordinator are present for the meeting.

The meeting ended as there was a demonstration of Inpods accreditation technologies and advisory services by Mr. Ajay Bhagwat to be attended by the teachers at 4.00 pm. Dr. Goyal informed that there will be a continuation of this meeting on 26<sup>th</sup> July 2021.



Dr. Pratima Goyal  
Coordinator-IQAC



Dr. Geeta Ibrahim  
Principal

**Part II- PTV Preparation meeting with IQAC**  
**26/07/21 - 2.30 pm**

**Members Present:**

- IQAC Chairperson-Dr. Geeta Ibrahim
- IQAC Coordinator- Dr. Pratima Goyal
- Management Nominee- Ms. Noella Dias
- Senior Admin. Officer: Ms. Cheryl Machado
- Senior Librarian: Ms. Prajakta Mhaprolkar
- 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. Sangamitra Navalgund (Convenor)
- Criteria VI- Ms. Jacqueline Colaco (Convenor)
- Criteria VII- Ms. Rhonda Divecha (Convenor)

Ms. Ritu Wagle-Unable to attend as she was travelling back home from college.

**Principal gave the context:**

- Travel will be difficult; we won't know till August 2021 regarding government travel arrangements.
- In the coming days, each criterion meets, and department meets and be ready with whatever documents are required
- If PTV will happen as per schedule, middle August we will need to be physically present in college
- Ppt presentation will need to go on. Online preparation to start by Criteria's, Department n Committee's

**Suggestions given:**

Dr. A. Bakshi

- We should wait for govt regulations and be careful of third wave and infection can recur.
- We are few staff to begin with....so we need to be careful
- Need to have professional sanitation in our college.
- We should come only when govt allows
- Office, Library, Laboratory and all other requirements need to be kept ready

**Work Completion:**

Criterion 1

All hard copies from SSR is ready. Need to collate post SSR period.

Criterion 2

All docs with General office, Accounts office etc.

Only CO PO are there in course curriculum in library.

Uploaded on website and SSR.

Need to show case teaching learning methods which department need to do.

Criterion 2 can send the pointers of requirements to all the departments.

### Criterion 3

All hard files and excel sheet is ready.

Scans also completed.

Remaining - after March 2020 updates in physical and soft copy form.

### Criterion 4

Ms. Prajakta has library documents.

Account's office has all documents ready.

Rules and regulations with respective labs, need to print and place in labs.

### Criterion 4

Has to make lists of tags and titles and all other requirements and give to Ms. Noella.

### Criterion 5

SSR period all is ready.

19 -21 - Much data available. Will update latest too.

Can manage online.

They have sent the letter to accounts for what is required.

### Criteria 6

Docs for SSR answers ready.

But other matters as required by the departments will keep it ready.

Will make a checklist of requirements and send to respective people/ departments

### Criterion 7

Docs are ready.

However physical aspects of medicinal plants and labelling need to be looked into.

So will need to be in touch with Ms. Noella, and Ms. Viji.

Certain points in the doc presented may not be relevant to u.so can be omitted

### **Suggestions:**

Dr. K. Rege

- Need to add procedure of admission and eligibility for F.Y. BSc, M.Sc., Ph.D.
- In all layouts for PTV presentation slides we use - plain background
- Put the question and question number on top

Ms. J. Colaco

Code of conduct a briefer version (of the Student's handbook) can be used.

Ms. R. Divecha

All things that we need to display need to be told to all staff meeting.

Dr. G. Ibrahim

Regarding the actual days of the PTV visit...pick up etc. including the cultural programme - solo dances from different states of India .

Part of infrastructure - seating for 12 - 15 people with social distancing (for lunch and all activities)

Dr. P. Goyal

We can have it in the hall.

Dr. G. Ibrahim

NAAC office will tell us three days prior. eg. RTPCR - Required on arrival/no....

Ms. J. Colaco will find out the details.

Dr. K. Rege

Students council/ Counsellors' room/NSS rooms

Ms. J. Colaco

If not a facility, then why show.

We can use labels for what we have.

We use the spaces for storage of important docs and use larger rooms for meetings.

Tell them we use rooms in multipurpose way.

Ms. S. Jaiswal

Need medical supplies updated and doctors' facilities and fire brigade.

Ms. Noella will need to take the lead.

Need to keep lemon, sugar, Bisleri water, salt ready, nibbling's, snacks.

Ms. J. Colaco

For food and hospitality, a very exhaustive list will be ready.

Dr. P. Goyal

All to go through the doc for PTV sent by 7 pm today and give suggestions if any or it will be considered approved by IQAC and presented to all staff.

Dr. A. Bakshi

Department presentation should also have research, achievements, linkages, alumni achievers- Comprehensive encapsulation of the Department- endorsed by Dr. Goyal.

Dr. P. Goyal

Original documents with the owner's...details of it with the respective convener's and the team

In document room Ms. Vrinda Udiaver, Accounts and General Office staff in their office and a faculty (1 from each Criteria & Committee) will be around the presentation room, so there is easy accessibility if anything is required.

Dr. K. Rege

Ms. Roopa Rao in hospitality, Criterion 2 – Ms. Roopa is part of it and Dr. Ritu Madhan will not be there on that day.

So hospitality -Ms. Roopa to be replaced by Ms. Vibha.

Dr. A. Bakshi

Neha may not be able to be the timekeeper. As she is in stakeholders' team also.

Dr. P. Goyal - It will be sorted...can retain Neha.

Dr G. Ibrahim

Department heads need to get in touch with students, and stakeholders.




Ms. V. Hasija

Each dept 5-7 students - for FND may need more students. - From SSR period and from 2014-15 onwards batch...and post SSR period

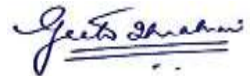
Dr. P. Goyal

Decision of the above will be taken by Dr Ibrahim and Dr. Goyal and conveyed to the HoD's

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



Dr. Pratima Goyal  
Coordinator-IQAC



Dr. Geeta Ibrahim  
Principal

**MINUTES OF MEETING WITH ALL STAFF FOR NAAC PEER TEAM VISIT  
PREPARATION  
HELD ON 28/07/2021**

29 members were present during the meeting

- 1) The meeting began with a small prayer recited by Ms. Noella Dias, Manager of College of Home Science Nirmala Niketan, to seek blessings from the almighty for the preparations of PTV.
- 2) Dr. Geeta Ibrahim, Principal, College of Home Science Nirmala Niketan wished everyone good luck for the preparations. She also thanked the Management for their constant support. She fondly remembered Ms. Galby and also thanked her for her blessings on all of us.
- 3) Dr. Geeta Ibrahim whole heartedly appreciated the Stupendous efforts put in for the strategic planning of the Peer Team visit by Dr. Pratima Goyal, Coordinator IQAC and congratulated her as well.
- 4) She also mentioned that in these uncertain times of the Covid 19 Pandemic, its difficult to step out of the house and work, but as the PTV date is very close, we will have to start working, with all the necessary safety precautions. She mentioned that fortunately some work was done before the lockdown in 2020, but many have forgotten or will need time for preparations. Hence preparations will have to be done in advance, and this meeting is to discuss the same.
- 5) She also mentioned that partially vaccinated people will not be allowed near the PTV members. Students should be 50% vaccinated. Also one hard copy of the vaccination certificate should be submitted to Ms. Ritu Wagle for records and documentation purposes and one copy has to be with the person concerned.
- 6) The Dr. Geeta Ibrahim, Chairperson IQAC and Dr. Pratima Goyal, Coordinator IQAC, have very efficiently planned the plan of action and the duties taking all the precautions into consideration and shared it with the IQAC Core Team.
- 7) Dr. Pratima Goyal, Coordinator IQAC, shared the document of plan of work and the list of duties for the NAAC PTV. The document was partly read by her and partly by Dr. Anuradha Bakshi.
- 8) She mentioned that the final list of NAAC members and their details will be received 3 days prior to the visit. The members will come on the 5<sup>th</sup> September 2021 and the PTV dates are 6<sup>th</sup> and 7<sup>th</sup> September 2021.
- 9) The document comprised of all the necessary protocols mentioned during the PTV.
- 10) Each criteria member will have 2 copies of the document- The original will be with the source. 1copy with IQAC, and 1copy with the Criterion Committee.
- 11) Each criteria is requested to work on the checklist of the different documents required. Also each criteria/committee is requested to give the names of one member who would be around the presentation room. ( Criterion Convenors please give the Names)
- 12) The composition and duties of various committees were discussed during the meeting- The committees comprise of fully vaccinated and partially vaccinated teachers as most of the preparation will happen before the PTV.

- 13) The committees are as follows- Steering committee, Reception committee, Transport committee, Welcome committee, Refreshment/Hospitality committee, Technical assistance committee, Website committee, etc.
- 14) The cultural committee will organize a cultural program for 45 minutes- Solo performances to be planned to maintain the social distancing norms.
- 15) Committee for organizing meeting with stake holders (Department wise duties are allotted for this committee. Mrs. Sanghmitra Navalgund was asked to make the google form these stake holders for the PTV.
- 16) Committee for exit meeting- (Hospitality committee will look into the refreshments)  
The infrastructure committee will look into the hall arrangements for the exit meeting and the refreshment/hospitality committee will look into the planning of the refreshments during the PTV.
- 17) Video Shooting- Mr. Amol Joshi and 1 assistant will be doing on the days of the PTV.
- 18) Dr. Pratima Goyal requested each criteria/committee to look into the requirements and pre preparations required for the PTV. She also mentioned that all staff may have to visit college post 15<sup>th</sup> August 2021 for the same.
- 19) The ppt preparations however will start online. Each criterion is requested to give their part of the presentation for Principal's ppt, keeping the background slides plain, Question number and question to be mentioned on top of each slide.
- 20) Dr. Geeta Ibrahim mentioned that in case any criteria needs print outs from the office then at least one member of the criteria should be physically present in college.
- 21) Dr. Pratima Goyal mentioned that all work completed post SSR should also be part of the presentation.  
She also mentioned about the things to remember during the PTV. She mentioned that the Peer Team may also check the Quantitative metrics if required. Hence all necessary preparations to be done by each criterion. The filing has to be done using different color codes for each criterion. The answers and all the other required documents for each of the question to be filed in different files by each criterion.
- 22) A very important point which Dr. Pratima Goyal mentioned was that during the presentations by Principal, departments etc there should not be any duplication in the data. To make sure this doesn't happen she mentioned that regular meetings will be conducted so that each presentation can be looked into before the PTV.
- 23) During the days of the PTV, we are supposed to adhere to the schedule. On day zero ie 5<sup>th</sup> September 2021 when the PTV members arrive, Principal and IQAC Coordinator will plan the schedule for the 6<sup>th</sup> and 7<sup>th</sup> September 2021 visit along with the members of the PTV.
- 24) According to the guidelines by NAAC- for the accommodation of the PTV members in the hotels, the hotels will be required to sign an undertaking that they are practicing GOI norms of Covid 19.
- 25) Similarly, during the visit people affected by Covid 19 in the past or any asymptomatic person should not be allowed on the premises.
- 26) For the documentation room before and during the PTV- Mrs. Vrinda Udiaver and Dr. Minelly Rodrigues along with the Criterion VI (Governance) members will look into the checklist and the requirements. Also the general office and accounts office staff should be well aware about the documentations. Eg- Acts, Statutes, budgets, policy documents etc.

- 27) Each department will also have to look into the necessary documentation required eg- Administrative records, Scholarships, Annual Reports, Internship reports, certificates, awards, achievements. Industry collaborations, linkages and reports of all conducted activities, IV reports etc.
- 28) For Library- Ms. Prajakta will have to look into the necessary requirements.
- 29) Arrangements to be made by the Infrastructure committee- Boards, Banners for code of conduct for teachers, list of various committees etc will have to be looked into.- Mrs. Sunita Jaiswal
- 30) Similarly IIC Institution's Innovation Council activities also to be displayed- Dr. Anjali Srivastava will look into it.
- 31) The students achievements for sports and cultural committee will also need to be displayed- Mrs. Vibhuti Khedekar and Mrs. Sheetal Joshi will look into it.
- 32) Also Avishkar and AARYA achievements will need to be displayed. – Dr. Kamini Rege
- 33) Dr. Kamini Rege suggested that if the 5<sup>th</sup> and 6<sup>th</sup> floor Polytechnic rooms could be taken during the PTV.
- 34) Dr. Pratima Goyal also shared the tentative day wise schedule during the PTV.
- 35) The details of the Principal's presentation and criteria wise presentations was also discussed during the meeting.
- 36) Dr. Anuradha Bakshi mentioned that Research Unit in under the Management and Research center is University of Mumbai recognized.
- 37) Mrs. Prajakta Mhaprolkar mentioned that the inner room in the library is called as a Ph.D. room.
- 38) There was a little discussion regarding the same- hence it was decided that Criterion III, along with Dr. Ratna Raje and Sister Noella will meet to discuss the nomenclature of these rooms.
- 39) Entry and Exit registers will have to be kept ready during the PTV preparations for staff.
- 40) Entry and Exit registers of the library and the cyber have to be checked whether they are updated.
- 41) Formal letters will have to be sent to the governing body, Management, Joint Director, University of Mumbai, State government for invitation for the PTV.
- 42) As far as the hostel is concerned- the College of Home Science Nirmala Niketan does not have one- as the hostel is run by the Management of Nirmala Niketan Institute. Its an institute hostel/ social service hostel. Its an integrated facility.
- 43) Ms. Noella will look into necessary arrangements in the hostel and the canteen.
- 44) Dr. Geeta Ibrahim shared that books can be gifted to the peer team members. No other gifts will be accepted by them.
- 45) The meeting ended by wishing everyone the very best for the preparations.



Dr. Pratima Goyal  
Coordinator-IQAC



Dr. Geeta Ibrahim  
Principal

## **IQAC Meeting held on the 9<sup>th</sup> of August, 2021 at 5.30 pm**

### **Members present:**

Dr. Geeta Ibrahim  
Dr. Pratima Goyal  
Ms. Noella Dias  
Ms. Vibha Hasija  
Dr. Kamini Rege  
Dr. Anuradha Bakshi  
Ms. Sunita Jaiswal  
Ms. Jacqueline Colaco  
Ms. Rhonda Divecha  
Ms. Cheryl Machado

### **Agenda:**

#### **The way forward for PTV**

The principal expressed the challenges of getting PTV ready for the session. Main points:

- Issues with the travel
- The infrastructural state of the college
- Challenges of PTV preparation and online classes (from college) simultaneously occurring
- Exposing staff to risk and travel challenges

#### **Opinion of IQAC members regarding postponement was sought and is documented as follows:**

Ms.Noella

Management is ready to support us either way for the betterment of the College. She supports the opinion of IQAC

Ms. Colaco

Neutral about it and is fine with holding PTV now or later. Will support the decision of postponement if that is the decision of the management

Ms. Sunita, Dr. Bakshi, Ms. Rhonda, Ms. Sangamitra, Ms. Cheryl feel PTV should be postponed.

Dr. Kamini and Ms. Vibha - (strongly felt that we should postpone it TILL WE ARE READY FOR PTV - not only till when College reopens),

Kamini said - Dr. Geeta Ibrahim's meeting should be with IQAC and the Management. Sangamitra, Rhonda, Vibha, Sunita, Pratima Goyal agreed with this viewpoint

Jacqueline was of the opinion that Principal and Dr. Goyal should meet with the management

Anu opined that we should share the minutes with the management and if they are not convinced, then IQAC should meet them.

And Ms. Noella has said that she will stand by our decision, so in her opinion Dr. Ibrahim, Dr. Goyal and Ms. Noella can meet Management

Dr. Ibrahim explored the way forward if we have to go ahead and asked what provisions can we make for support staff regarding travel and food and stay.

Ms.Noella said that tomorrow we will take a consensus from the support staff

Kamini suggested that we need come only for last 10 days and work only then.

Work should begin on 25th of August by cancelling all classes and concentrate on the PTV.

All will need to come to college.

Support staff will also need to come then to shift the material.

Most agreed to this viewpoint.

Additionally gave a probability that by 15th all transport will be opened.

If the numbers had to increase, it will increase. Then the NAAC itself will take a decision.

Conclusion

The Management can have a concerned viewpoint and agree to postpone

OR

We come in full strength and work from 25th

The way forward

Ms. Noella said that Dr. Ibrahim and she can talk to Dr. Magy and decide for the meeting - either with all staff or only with Principal and Dr Goyal and Ms Noella as directed by the management



Dr. Pratima Goyal  
Coordinator-IQAC



Dr. Geeta Ibrahim  
Principal

## Minutes of IQAC meeting held on 1st September, 2021 at 4 pm

### Members Present:

Dr. Geeta Ibrahim  
Ms. Noella Dias  
Dr. Pratima Goyal  
Ms. Jacqueline Colaco  
Dr. Anuradha Bakshi  
Ms. Sunita Jaiswal  
Ms. Rhonda Divecha  
Ms. Vibha Hasija  
Dr. Kamini Rege  
Ms. Sangamitra Navalgud

### Agenda

1. Parent Nutrition Education Session
2. Discussion of MoU

### Outcome:

1. Parent Nutrition Education Session

It was resolved that it will be organised by the Department of Foods, Nutrition and Dietetics in the month of September for the parents of all TY students as an outreach programme. Dr. Mitra will be the resource person.

Date is 15th September, 2021 from 7 pm to 8 pm

2. Discussion of MoU

It was resolved that

A. The IIT MOU will be pursued After September as the touch points in IIT are not free till September end

B. The reworked Jaihind MOU (with our College and theirs which included all departments from both colleges) was read and accepted unanimously to be taken ahead to be given to the Management for presentation in 4th

C. The MOU with our College and the Post graduate Nutrition departments of BMN College was read and unanimously accepted for being passed ahead to the Management for approval



Dr. Pratima Goyal  
Coordinator-IQAC



Dr. Geeta Ibrahim  
Principal

## Minutes of IQAC meeting held on 29<sup>th</sup> October, 2021

### Members Present:

IQAC Chairperson-Dr. Anuradha J. Bakshi  
IQAC Coordinator- Dr. Pratima Goyal  
Management Nominee: Ms. Noella Dias  
Senior Admin. Officer: Ms. Cheryl Machado  
Senior Librarian: Ms. Prajakta Mhaprolkar  
Secretarial Assistance: Ms. Ritu Wagle  
Criteria I- Ms. Vibha Hasija (Convenor)  
Criteria II- Dr. Kamini Rege (Convenor)  
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Criteria VII- Ms. Rhonda Divecha (Convenor)

### **Agenda:** Regarding reopening of the College of Home Science Nirmala Niketan

As per the Circular received from the State Government of Maharashtra on reopening colleges in Maharashtra, dated 13-10-21, and the corresponding circular and SOP of the University of Mumbai, dated 16-10-21, colleges of the University of Mumbai have the permission to reopen for classes on college premises for up to 50% or more. In this regard, the college authorities have also intimated the local disaster management committee (Ward Office) about the phased reopening of the College of Home Science Nirmala Niketan from 20-10-21.

The University of Mumbai, has requested affiliated colleges to cooperate and comply with the Government Circular, and reopen for at least some classes in simultaneous blended mode, starting 20-10-21, and thereafter continue offering blended education in a phased manner, as the COVID-19 pandemic eases. Thus, from 20th to 25th October 2021, we offered simultaneous blended education to TY BSc students. This notice pertains to the college's mode of education for the period post the Diwali break, from 15th November 2021.

In consultation with the management and college staff, the following decisions are made with regard to the reopening of the College of Home Science Nirmala Niketan for blended education during the second experimental phase, starting 15th October 2021. Students and their guardians are requested to cooperate with the following.

1. Based on updated information sought from SY BSc students about their vaccination status and their availability for offline classes, it is decided that the simultaneous blended mode of education will be offered to fully vaccinated, asymptomatic SY BSc students (from non-containment zones) for their theory classes from 15th November 2021.
2. Keeping in mind the student feedback received from the college's first phase of reopening (20th to 25th October, 2021), the online Practical classes will be scheduled on separate days of week from the days on which the blended education theory classes are scheduled. Thus, the full-vaccinated, consenting students will come to college for their blended theory classes on selected days of the week. SY students (who are fully vaccinated), were welcomed into the physical classroom for the first time for their BSc programme.
3. All fully vaccinated SY BSc students who are not residing in containment zones are requested to cooperate and make themselves available in the college premises for their blended education classes. Guardians are requested to make it possible for their fully-vaccinated wards to attend these blended education classes.
4. For the three entry levels, namely, FY BSc, MSc1 (all five branches) and PG Diploma in Dietetics and Applied Nutrition, the classes will remain fully online from 15th to 30th



November 2021. Updated information on student availability for offline classes will be sought in this period in order to make decisions about their mode of education from 1st December 2021.

5. For TY BSc and MSc2, the classes will remain fully online from 15th November 2021 until conclusion of examinations of Semester V and Semester III, respectively. With the COVID-19 pandemic continuing to ease and the situation becoming more favorable, we plan to offer blended education to TY BSc students and MSc2 students for their last semesters.
6. As mentioned in the previous notice (dated 19-10-21), all examinations of the Winter session of 2021 are fully online as per the directives of the University of Mumbai.
7. PhD students and MSc2 research students, who are fully vaccinated and are not residing in containment zones, can request their guides for an appointment and visit the college to meet their guides; they can also visit the college to use the library or to use special laboratory equipment.
8. Faculty teaching SY BSc theory subjects will be in the college premises to provide the blended education as per the timetable. These teachers are fully vaccinated.
9. Fully vaccinated students and/or staff residing in containment zones are not permitted on the college premises. Furthermore, thermal screening at entry points will also ensure that the fully vaccinated students and staff from non-containment zones, are also asymptomatic.
10. All COVID-19 related safety protocol must be adhered to: masks and social distancing (6-to-8 feet distance), hand washing and sanitizing. Students' movement and intermingling among students of different classes is restricted. Students will be located in one room for their blended education classes as far as possible.
11. As social distancing norms cannot be maintained in the lift, students are requested to use the staircase. In case there are medical reasons for not being able to climb stairs, please bring a request letter along with a medical certificate, in order to avail of the facility of the lift.
12. All fully vaccinated SY students and PhD scholars/MSc2 research students must have the Aarogya Setu App on their phones, carry at least two hard copies of their vaccination certificate, and bring two copies of their passport sized photographs. The latter is for initiating, the making of college ID Cards.
13. Detailed instructions are in a separate notice for fully-vaccinated SY students for whom the college is being reopened for physical classes in Phase 2.
14. Any guardian of an SY student who has concerns about the above college implementation of the Circular received from the State Government of Maharashtra on reopening colleges in Maharashtra, dated 13-10-21, and the corresponding circular and SOP of the University of Mumbai, dated 16-10-21, can get in touch with the SY Coordinator and/or the I/C Principal, to resolve their concerns.



Dr. Pratima Goyal  
Coordinator-IQAC



Dr. Anuradha J. Bakshi  
Incharge Principal

## Minutes of IQAC meeting held on 1<sup>st</sup> December, 2021

### Members Present:

IQAC Chairperson-Dr. Anuradha J. Bakshi  
IQAC Coordinator- Dr. Pratima Goyal  
Management Nominee: Ms. Noella Dias  
Senior Admin. Officer: Ms. Cheryl Machado  
Senior Librarian: Ms. Prajakta Mhaprolkar  
Secretarial Assistance: Ms. Ritu Wagle  
Criteria I- Ms. Vibha Hasija (Convenor)  
Criteria II- Dr. Kamini Rege (Convenor)  
Criteria III- Dr. Subhadra Mandalika (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)

All Degree College Teachers, (Permanent faculty and aided C.H.B. staff), The letter received from Joint Director's office dated 22-11-2021 states that as all government/non-government colleges/institutes have started with full capacity, kindly send report of the attendance record kept by the college using biometric system as per the rules and regulations mentioned in the circular issued by the Government of Maharashtra, General Administration Department dated 28<sup>th</sup> October 2021. A College Management Committee meeting was held this afternoon and the following decisions were made with respect to the biometric attendance record to be maintained by the college:

1. In view of the above mentioned facts all teachers are hereby informed that their physical presence is required in the college premises every working day for their regular hours (min. 5 hours for permanent faculty) with immediate effect i.e. 2-12- 2021. Those classes that are fully online, therefore, will need to be taken from the college premises. Any infrastructural requests relating to this can be forwarded to the HOD or Coordinator, copying the I/C Principal.
2. Teachers who are conducting a TYBSc (Home Science) University practical examination from home will be sanctioned duty leave for that day.
3. If a teacher needs to make arrangement for childcare or eldercare a concession in timing will be given to such teachers till 4<sup>th</sup> December 2021 on receipt of a written request. All other leave arrangements remain as they are.



Dr. Pratima Goyal  
Coordinator-IQAC



Dr. Anuradha J. Bakshi  
Incharge Principal

## Minutes of IQAC meeting held on 8<sup>th</sup> December, 2021

### Members Present:

IQAC Chairperson-Dr. Anuradha J. Bakshi  
IQAC Coordinator- Dr. Pratima Goyal  
Management Nominee: Ms. Noella Dias  
Senior Admin. Officer: Ms. Cheryl Machado  
Senior Librarian: Ms. Prajakta Mhaprolkar  
Secretarial Assistance: Ms. Ritu Wagle  
Criteria I- Ms. Vibha Hasija (Convenor)  
Criteria II- Dr. Kamini Rege (Convenor)  
Criteria III- Dr. Subhadra Mandalika (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:-**Procedure to be followed by teachers for Career advancement scheme (CAS)

All teachers who are due for promotion under the Career Advancement Scheme (CAS) are hereby informed that the procedure for application will be as given below:

- 1) Teachers will submit files to the college office for scrutiny and marking by the IQAC committee.
- 2) After Scrutiny of the files a letter will be issued and you may apply formally to the Principal and on the University TAAS portal for CAS promotion.
- 3) Submit the University receipt to the college office for carrying out further procedure regarding placement.

Teachers are requested to follow the process and complete the formalities on time to avoid any delay in placement.



Dr. Pratima Goyal  
Coordinator-IQAC



Dr. Anuradha J. Bakshi  
Incharge Principal

## Minutes of IQAC meeting held on 21<sup>st</sup> January, 2022 at 1.30 pm

### Members Present:

IQAC Chairperson-Dr. Anuradha J. Bakshi

IQAC Coordinator- Dr. Pratima Goyal

Management Nominee: Ms. Noella Dias

Senior Admin. Officer: Ms. Cheryl Machado

Senior Librarian: Ms. Prajakta Mhaprolkar

Secretarial Assistance: Ms. Ritu Wagle

Criteria I- Ms. Vibha Hasija (Convenor)

Criteria II- Dr. Kamini Rege (Convenor)

Criteria III- Dr. Subhadra Mandalika (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. Academic Calendar for remaining months (January, February, March and April)
2. Initiating syllabus revision (CBCS) for entry levels
3. Nonteaching FDP
4. MOU guidelines and template
5. Alumni Association registration update
6. Caring for Common Home
7. College Website

Dr. Goyal welcomed all members and requested Ms. Noella to start the meeting with a prayer.

1. Academic Calendar for remaining months (January, February, March and April)

Dr. Bakshi said that we need to check the plans etched in the previous months. Maybe the plans were too ambitious and realistic plans need to be retained in the months that remain i.e. February to April). Some of the examinations details are known now and which can be added to the academic calendar.

Dr. Rege mentioned that the Academic calendar keeps on modifying/changing, if it is uploaded on Google drive of a college email and the link of it is uploaded on the website then the details can be modified directly real-time. The rights to modify can be given to specific people /person (collaborator). Parents and students can only view the document.

Dr. Mandalika suggested that maybe in a particular time period of the month that changes can be made so that the I/C principal and the concerned HOD will be aware of the same

It was concluded that a link will be created through the IQAC Google drive and modification/updation of the Academic calendar to be done through the drive. The modifications to be made should be sent in word document to the IQAC email and Ms. Ritu Wagle can make the changes as of now.

## 2. Initiating syllabus revision (CBCS) for entry levels

Dr. Goyal mentioned that syllabus revision (CBCS) has to be initiated for entry levels- F.Y.B.Sc., M.Sc. I and P.G. Diploma in Dietetics and Applied Nutrition. Dr. Bakshi informed all that this has been discussed and minuted in the CMC meeting, it is now being minuted in the IQAC meeting and it will be minuted in the CDC meeting as well. The outline should be made so that all departments can work on it. The workload is not changing so the revision has to be done keeping that in mind. We are constrained by the workload of all the teachers. Revisions in syllabus have been made in the past as some subjects had more of theory and no practicals. Practical were introduced in the core curriculum of CRM and HD.

It was concluded that staff should meet specifically for discussing the syllabus revision and an outline can be etched out for the same. CO and PO are important parts of NAAC and they should be considered. Every department can pen down the changes that they desire in the syllabus (CBCS) and then have a combined meeting. As the need arises, we can also invite resource persons. Questionnaire can be developed for all the stakeholders by Criteria I and get their opinions/suggestions. Past feedback can be made available to all. Also simultaneously need to work on becoming the local chapter for Swayam courses.

## 3. Non-teaching FDP

Digital literacy and financial literacy are two areas that need to be addressed for Nonteaching staff. Dr. Dilip Patil (Director, DLLE) can be contacted and collaboration with DLLE can be looked into for Nonteaching FDP. NAAC ask for what the college does for their teaching and non-teaching staff so the college needs to organize instead of just collaboration outside. Laboratory staff can be trained on instrument operation and their maintenance. Dr. Almeida can be contacted for some training sessions. Our teachers can conduct some workshops.

## 4. MOU guidelines and template

Dr. Bakshi informed all that there were some guidelines that were sent by the management and she will send the same to IQAC and it can be forwarded to all the staff. Ms. Noella said to check the guidelines and suggestions to be resent to the management.

## 5. Alumni Association registration update

It is still in process. Ms. Hasija informed that the process of converting from society to trust has not been discussed, Dr Dedhia and Ms. Dias have taken it ahead. Ms. Noella has suggested that the members of the Alumni association meet and brainstorm as to how this can be resolved.

## 6. Caring for the Common Home

Dr. Bakshi informed all this is a best practice that we wish to be instituting and some departments have already agreed. This has been presented and minuted in CMC meeting, Dr. Magy too is keen on this initiative. A committee will be formed post the IQAC's approval.

7. College Website

The website needs to be checked and missing information needs to be updated. There is no search bar and that is a big lacuna. Tabs as per the information needs to be formed instead of all information uploaded under quick links. Websites of other colleges can be referred to. A meeting with vendor should be planned and necessary action be taken.

The meeting ended with a vote of thanks by Dr. Goyal.



Dr. Pratima Goyal  
Coordinator-IQAC



Dr. Anuradha J. Bakshi  
Incharge Principal

## Minutes of IQAC meeting held on 31<sup>st</sup> January, 2022

### Members Present:

IQAC Chairperson-Dr. Anuradha J. Bakshi  
IQAC Coordinator- Dr. Pratima Goyal  
Management Nominee: Ms. Noella Dias  
Senior Admin. Officer: Ms. Cheryl Machado  
Senior Librarian: Ms. Prajakta Mhaprolkar  
Secretarial Assistance: Ms. Ritu Wagle  
Criteria I- Ms. Vibha Hasija (Convenor)  
Criteria II- Dr. Kamini Rege (Convenor)  
Criteria III- Dr. Subhadra Mandalika (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:** Reopening of the College of Home Science Nirmala Niketan (Phase 3)

As per the latest Circular received from the State Government of Maharashtra on reopening colleges in Maharashtra, dated 25-1-22, and the corresponding circular and SOP of the University of Mumbai, dated 29-1-22, colleges of the University of Mumbai have the permission to reopen for offline classes on college premises, whilst maintaining COVID-19 safety guidelines. This notice is issued with regard to the phased reopening of the College of Home Science Nirmala Niketan from 1-2-22.

In consultation with the management and college staff (ref. CMC Meeting, 31-1-22), the following decisions are made with regard to the reopening of the College of Home Science Nirmala Niketan for offline education, starting 1st February 2022.

### **Teachers are requested to cooperate with the following:**

1. Teaching (and nonteaching) staff are expected to maintain 100% attendance in college (refer to Point No. 2 of UoM Circular, dated 29-1-22).
2. All teaching and nonteaching staff, on college premises, are fully vaccinated.
3. Offline classes are recommencing for fully vaccinated SY BSc students from tomorrow, that is, Tuesday 1<sup>st</sup> February 2022: this week theory classes will be offered in the college premises, and from next week, practicals will be conducted in the college premises. SY BSc students are expected to be in college for their classes theory or Practical subjects from 1-2-2022.
4. Offline classes (for both Theory and Practical subjects) are to be started for fully vaccinated TY BSc and MSc2 students from Monday 7<sup>th</sup> February 2022. TY BSc and MSc2 students are expected to be in college for their classes from 7-2-2022.
5. Offline classes (for both Theory and Practical subjects) are to be started for fully vaccinated MSc1 and PG Diploma students from Monday 14<sup>th</sup> February 2022. MSc1 and PG Diploma students are expected to be in college for their classes from 14-2-2022.
6. Offline classes for Practical subjects are to be started for fully vaccinated FY BSc students from Monday 14<sup>th</sup> February 2022. FY BSc students are expected to be in college as per the schedule communicated to them by their Coordinator, starting 14-2-2022.

7. FYBSc, MSc and PG Diploma students will be entering the physical classroom for the first time in their BSc/MSc/PG Diploma programme.
8. Simultaneous blended mode of education will be available for students who currently are not fully vaccinated. However, this decision is likely to be reviewed in the future and therefore, we have requested students to be fully vaccinated at the earliest.
9. As mentioned in the previous notice (dated 1-11-21), all examinations of the winter session of 2021 are fully online as per the directives of the University of Mumbai.
10. Fully vaccinated PhD students can meet their guides in the college; they can also visit the college to use the library or to use special laboratory equipment.
11. Staff are requested to cooperate with thermal screening at entry points. All COVID-19 related safety protocol must be adhered to: masks and social distancing, hand washing and sanitising.

### **Instructions for Fully-vaccinated Students attending classes on college premises:**

1. Please have downloaded the *Aarogya Setu* App on your phone.
2. Both the front and the rear entrance will have thermal screening. Please cooperate with thermal screening at the entry point. Please avoid crowding at the entry points.
3. Please carry at least two hard copies of your vaccination certificate to college; also bring two photographs for initiating the making of the college identity card.
4. Please carry your hand sanitiser although several will be available in the college.
5. Masks have to be worn compulsorily at all times other than eating and washing.
6. Please ensure that you maintain a safe distance from others in the college; this includes your seating in the classroom.
7. In order to maintain social distancing and minimize contact with others in the college, please stay in your designated room as far as possible.
8. Please bring a tiffin and/or snacks from home and only remove the mask whilst eating, seated a safe distance from others. Please avoid buying and eating street food in the college.
9. Please note that the use of lift is not permitted due to social distancing norms. Please have a request letter to I/C Principal and medical certificate ready if you need to avail of the facility of the lift for a medical reason.
10. Please come to the college at least 20 minutes before your first class in order to reach your class in time after all screening procedures are completed.
11. Your Coordinator/HOD will inform you about the classroom/laboratories allocated for your theory/Practical subjects.
12. Please hand over a hard copy of your vaccination certificate to your Coordinator or HOD, on the first day that you are in college. We are required by the government to keep a hard copy of the vaccination certificates of students who are attending classes in college.



Dr. Pratima Goyal  
Coordinator-IQAC



Dr. Anuradha J. Bakshi  
Incharge Principal