

Minutes of the IQAC Meeting held on 22nd October 2018. Following members were present for the meeting

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| 1. Chairperson: | Principal- Dr. Muktaja Mathkari |
| Ex-Chairperson | Dr. Manik Dixit |
| 2. Administrative Staff: | Jr. Accountant- Vacant |
| | Head Clerk- Vacant |
| 3. Teachers: | Smt. A. S. Machhe |
| | Dr. C. Mannuru |
| | Smt. M. Ratnaparkhi |
| | Smt. A. Kinikar |
| 4. Management Representative: | Dr. Nalini Patil |
| 5. Expert/Member of Local Society: | Smt. Shilpa Hattangadi |
| 6. Stake holders: | Alumni: Smt. M. Ashtaputre |
| | Employer: Smt. M. Gurjar |
| 7. IQAC Coordinator: | Dr. R. Vishwanathan |
| | Smt. Preeti Dharmade |

Note: Ms. Megha Chaudhari, student representative expressed her inability to attend the meeting.

The meeting started with a welcome address to the IQAC members by Dr. Rachna Vishwanathan, IQAC coordinator and felicitation of Dr. Manik Dixit as the outgoing Chairperson of IQAC at the hands of Principal Dr. Muktaja Mathkari.

Following Points were discussed in the meeting:

1. Reporting of important activities and events conducted from June to September 2018:
 - i. Admission and enrollment details to various programs offered by the college were presented.
 - ii. Lecture on "New Format of SSR and NAAC" by Dr. Aniruddha Deshpande on 18th August, 2018.
 - iii. Dr. Lalita Bhagat was awarded Ph. D. degree in Social Work from Savitribai Phule, Pune University on 30th June 2018.

- iv. The concluding function of Golden Jubilee Year of the college was held on 8th September, 2018.
 - v. SY and TY ND students attended “NUTRICON 2018” on Nutrition, Exercise and Fitness, organized by IDA Pune chapter and Precise Clinic, Pune on 2nd September 2018.
 - vi. Ms. Anuja Kinikar was felicitated with “Shikshak Gaurav Puraskar” by the Rotary Club of Pune, Shaniwar Wada on 5th September 2018.
 - vii. Ms. Megha Choudhary and Ms. Vrinda Sharma, TY FSQC participated in the “SURAKSHIT KHADYA ABHIYAN, SKA Asia Quiz 2018”, held in Goa on 25th September 2018.
 - viii. The students of M.Sc. Nutrition and Food Processing have qualified in the first round of Dupont Nutri Scholars Awards (DNA) – season 2, 2018.
 - ix. Dr. Rachna Vishwanathan has been co-opted as member of Board of Studies in Textile Science and Apparel Design, SNTWU.
 - x. Dr. Rachna Vishwanathan has been invited to be a member of Board of Studies in Art, Faculty of Art and Design, Vishwakarma University, Pune.
2. New IQAC members to be nominated in view of superannuation of present members.

Resolution-

- i. It was resolved that Principal Dr. Muktaja Mathkari will be the Chairperson of the IQAC Committee.
 - ii. It was resolved that Mrs. Chhaya Gade would be nominated on IQAC committee as a representative of Administrative staff.
3. Report of Skill Enhancement courses of various departments by Smt. A. Kinikar:
- i. Department of RM successfully completed a one week workshop on Interior Models making and Rendering Techniques from 12th June to 18th June 2018(total 50 Hours). Ar. Sunil Mestry was the resource person. The students learnt colour rendering techniques for interior drawing and prepared small interior models individually.

- ii. Department of RM conducted a workshop in Soft Skills focusing on 'Resume Writing' and 'Interview Techniques' for T.Y.I.S.D. students on 27th August 2018. The resource person was Ms. Moushmi Achari.
- iii. Department of TSAD conducted total 18 hours (3 hours per week for 6 weeks) workshop on Textile Design for Printing from 17th July to 31st August 2018. Mrs. Shalini Sharma was the resource person. Students were taught different types of designs, colour ways, colour harmonies and repeats. Students prepared a portfolio of designs made in the workshop.
- iv. Department of FSN (P.G. courses) conducted a seven hour workshop on 25th August 2018 on Food Labeling and FSSA regulation. Resource person was Ms. Sudipta Biswas, Compliance officer, TCW Tea PVT. LTD., Mumbai. The program included introduction to FSSAI 2006, FSSR 2011 along with Licensing of Food Business and understanding food labels. At the end of the program, a competition was conducted to design a food label.
- v. Department of HECS conducted following activities:
 - A four days workshop was organized on 19th, 20th, 21st June and 6th August for development of various skills like Mural Painting, Canvas painting, making of name plates, floating rangoli, glass painting etc. The resource person was Mrs. Sushama Shaha from Fevicryl India.
 - LEE (Learn about Enterprise and Entrepreneurship) program was organized from 12th June to 18th June 2018 and 1st August to 20th September 2018 half an hour every day for 40 days in collaboration with Rathi foundation. This activity helped the students to understand demand and supply ratio of various products and also the role and opportunities of an entrepreneur.
 - An awareness program was organized on 4th and 11th August 2018 to make the students aware about different Government schemes under Skill India and Start-up India programs. Resource person was Dr. Pramila Patil from Department of Commerce, PGSR SNDT Women's University, Pune Campus.

It was suggested that feedback for all the programs needs to be taken from students.

4. Report of Extension and Outreach activities by all departments by Smt. M. Ratnaparkhi:
Department of Resource Management conducted Extension and Outreach activities at five different centers in Pune, which include children from NGO, school, Anath Ashram, Children from school for Homeless Children in the month August 2018.

The centers and dates were as follows:

- VimabaiLunkad School, Gultekadi, Pune 3rd August, 2018
- Tayyabia Orphanage, Camp Area, Pune. 11th August, 2018
- Ghrata Prakalpa (School for Homeless Children)
Somwar Peth, Opposite Shahu Udyan, Pune 12th August, 2018
- S.N.D.T. Kanya Shala, Karve Road, Pune. 13th August, 2018
- NGO, Asha Institute, near Parvati, Pune 17th August, 2018

Following activities were conducted:

- Teaching basic drawing skills: drawing simple objects, flowers, birds and animals from numbers etc.
- Craft work: preparing simple objects using origami techniques like preparing ‘pen holder’, ‘paper collage’, ‘Indian Flag’, ‘envelopes’ and ‘Rakhi making’ etc.
- Simple techniques for reuse and recycle of waste products: Making paper bags, pen stand from old news papers, making flowers, pen stand etc. from plastic bottles, making bags from left over cloth material etc.

Department of Textile Science and Apparel Design conducted Extension and Outreach activities at three different centres in Pune, which include School children and Urban Women in the month September 2018.

The centres and dates were as follows:

- Murtazavi Colony, Bhawani Peth, Pune 1st September 2018
- TSAD laboratories, SNTD College of Home Science, Pune 20th September 2018
- SNTD KanyaShala, Pune campus 22nd September 2018

Following activities were conducted:

- Technique for reuse and recycle of old and left over fabrics: Technique of Making flowers was taught to women. This skill can be used to create articles that can be gifted or sold for profit.
- Tie and Dye craft was taught to students of Standard 9th of SNTD Kanya Shala, Pune campus.
- Demonstration of recycling of used textile articles (T shirts): was given to students of Standard 9 of SNTD Kanya Shala, Pune campus.

Department of HECS conducted Extension and Outreach activities at two different centers in Pune, which include women and girls in the month August 2018.

The centers and dates were as follows:

- Adopted community: Kelewadi Community, Paud Road 1st August to 24th September 2018
- Vicinity of the Residential Area of students 1st August to 24th September 2018

Following activities were conducted:

- Skill Development Workshops: canvas painting, making of nameplate, glass painting, rakhi making, udbatti stand making, floating rangoli making, floating diya making, lantern making etc.
- Exhibition cum sale for community women and girls.

5. Academic Counseling activities were reported by Smt. A. Machhe:

Every counselor has a batch of 20-40 students. Counselling is done on the first and third Fridays of the month (12.10-1.00pm). The counselors explain the various rules regarding attendance, examination, eligibility and internal assessment to the students. All the subject teachers report details of students with poor academic performance and low attendance to the counselor. The parents/guardian of the students are asked to meet the subject teachers and counselor on Open Day or by prior appointment. Students with academic problems are given extra inputs by the teachers. Students having behavioral problems are referred to certified counselor working in Human Development department. At times students have financial problems, such cases are discussed in Head of Department meeting and financial assistance is provided.

Counselling has helped the students to resolve their academic problems. The attendance and performance of the students improved. A better communication with the parents was also established.

It was suggested that the committee should organize a workshop on “Academic Counselling and Mentoring” for counselors.

It was recommended that the Campus can appoint a Certified Counsellor who would be available on certain days in each college.

6. Activities of Career Guidance and Placement Committee reported by Dr. C. Mannuru.

Textile Science and Apparel Design Department

- The Alumni of the department were invited to talk to the Final Year BSc TSAD students about the avenues for further studies and job opportunities in areas related to the specialization.
- On 27th July 2018 Ms. Sujata Ingle spoke about Fashion Retail Sector and the skills and educational qualifications required for the same.
- Ms. Sanika Bapat and Ms. Himanshi Naik were invited on 28th July 2018. Ms. Sanika Bapat works as a Stylist and Image Consultant. Ms. Himanshi Naik is pursuing Post Graduation in Media and Mass Communication. She also takes up freelance

assignments as Fashion Photographer. They both spoke about the opportunities for students with knowledge in Textile Science and Apparel Design in these new and upcoming fields.

Resource Management Department

- Ms. Sae Kulkarni, who graduated in 2015, was invited to talk to the T.Y. I.S.D. students on 2nd July 2018. Sae has completed a two years diploma course in Interior Design from L.S. Raheja School of Interior Design, Mumbai. She has completed short courses in AutoCAD and 3DS Max, software courses required in the field of Interior Designing. She has been working as Interior Designer since last two years.
- She had a talk with the students about the diploma course in Interior Design, entrance test and admission procedure at L.S. Raheja School of Interior Design and also the importance of doing the software courses. She also shared her experiences of working as Interior Designer.

Human Ecology and Consumer Services Department

- Sanika Raje from HECS 2016- 17 batch, conducted lecture on career in travel and tourism after Home Science graduation for TY HECS students on 26th June 2018.
7. Activities of Environment Initiatives and Sustainable Development reported by Dr. R. Vishwanathan (duty assigned to Dr. Bhagat)
- i. Swach, an NGO conducted Red Dot Campaign for First Year studentson 3rd August 2018. Smt. Karishma Chavan was the resource person.
 - ii. On 10th August 2018 Shri Sagar Jadhav from Art of living conducted lecture on pollution free environment, renewable energy and use of solar energy.
 - iii. Tree plantation activity was conducted on SNTD campus on 17th August 2018.
 - iv. A cleanliness drive was conducted in the college premises on 18th August 2018.
 - v. Students are participating in Edible Landscape Garden activity by collecting wet waste.

- vi. On 18th September 2018 Shri. Anand Chordiya from Pravin Masalewale, Pune conducted lecture on Edible Landscape Garden and importance of wet waste management, career opportunities in waste management

By participating in these activities students have become sensitive about the issues regarding environment and there is a positive change in their attitude.

Waste management policy of the college has been formulated in collaboration with the Eco Factory Foundation, Pravin Masalewale, Pune.

8. It was discussed that all the teachers should be oriented for the use of smart class room. Every teacher will prepare one lecture with the use of smart class room. This lecture will be recorded and be used as E-content. Activity to be organized in collaboration with SNDT College of Education, Pune.
9. As recommended by the NAAC peer team visit to the college, it is proposed to set up language laboratory for students of college and other students on the campus. Budgetary provisions to be passed for same.
10. The new chairperson Dr. Muktaja Mathkari proposed that new committees to be formed in college which shall be useful for NAAC.
- i. Documentation committee
 - ii. Student support committee
 - iii. Evaluation committee- Teaching, Learning, Implementation
11. Each department should plan Add-On courses which can be offered to regular students and outsiders.
12. Departments and faculty members are requested to plan Memorandum of understanding (MoU) with NGOs. These MoU can be signed at college level with the consent and signature of the Principal.
13. IQAC members were requested to give suggestions for outreach activities.

14. It was decided that the college will plan and propose Multidisciplinary Refresher course of 21 days for the university. A Faculty Development Program of 7 days will also be planned.
15. All permanent full time teachers should be guided and asked to submit proposals for minor and major research under various schemes of UGC and other agencies.
16. The Career Guidance and Placement Committee will arrange Employment Meets in collaboration with government agency.
17. All departments of the college will plan and offer short courses in various areas (e.g. Organic food products for packed meals).
18. It was decided that the college will plan and arrange conferences and workshops- State and National Level.
19. All staff should be asked to fill API forms (including for the year 2017-18). A committee comprising of a few IQAC members will verify the API forms filled by the staff members before they are signed by the Principal.

The meeting ended with a vote of thanks proposed by Smt. Preeti Dharmade.