

2013 - 2014

The Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 3rd March 2014 in Room no.522 at 1:00pm.

The following members were present at the meeting:

- | | |
|--|--------------|
| 1) Dean of the College (Mrs.) Kamla A. | Chairperson |
| 2) Ms. Maleka Bootwala | Member |
| 3) Ms. Zainab Vallikarimwala | Member |
| 4) Ms. Afroz Shattari | Member |
| 5) Ms. Aqueela Sattar | Member |
| 6) Ms. (Dr.) Juliet Miranda | Co-ordinator |
| 7) Ms. Parveen Shaikh | Member |
| 8) Ms. Vinetta Rodrigues | Member |
| 9) Ms. Zamanat Sayed | Member |
| 10) Ms. Sanchita Datta | Member |

The following points were discussed in the minutes as per the agenda:-

1. The minutes of the last meeting was read and accepted.
2. An appraisal of the following points discussed in the last meeting was done:
 - a) Boards with value education quotes to be displayed were approved. They will be put up at strategic points in the college premises and in classrooms.
 - b) Display in Room no.106, and A.V.Room will be done with the help of vinyl stickers on the wall by the end of June'14.
 - c) Remedial teaching for FY slow learners will continue. The timings to be chalked out by the department as per the convenience of the teachers and students. A record of the same must be maintained. It was observed that bridge courses ^{in maths} for FYBCom and FYBMS has been running successfully.
 - d) Teachers must design special teaching learning programme for advanced learners instead of just talks and aptitude tests.
 - e) The mentorship programme will now be extended to the SY and TY classes. Each mentor must help their mentees in filling of the SSI form. Regular meetings with the mentees should be conducted to aid and help assess their all round progress.

(Co-Ordinator)



- f. Knowledge museum will be developed in the library.
 - g. A library repository will be maintained in the library. PowerPoint presentations of the department will be saved in a special folder in the library computer accessible only with a password.
 - h. Reviewing the extension activities it was observed that donations in the form of cash / kind should be avoided. Instead skill development classes or awareness campaigns should be conducted.
 - i. Prof. Momma can plan out the services to be conducted in the service area. All departments will co-ordinate with her for guidance and support.
 - j. All Departments should conduct add on courses / certificate courses to impart and enhance skills of students.
 - k. Institutional carbon footprint calculation can be undertaken as an environmental initiative. The NSS can take it up as a project and get it designed by an expert.
 - l. Course in self defense for girls to be introduced.
 - m. It was unanimously observed that the Royal Mela was well accepted by students and will continue as a two day event.
 - n. A leadership programme for the VB's and DR's & a motivational talk for SYBA,BSC,BMS and FYBcom will be conducted. Prof.Pooja and Prof.Seema will take care of the programme.
 - o. The research committee will be taking initiatives for increasing the research output. It will motivate departments to take up MRP's (UGC).
 - p. ICT facilities to be enhanced and college website to be made dynamic.
3. A Collaborative extension programme can be conducted with Bhakti Vedanta Hospital for community work and with BNHS for environmental Activities. Vocational Course in bird watching to be introduced.
 4. Non-teaching Staff development programme to be organized.
 5. It is also resolved to use the revenue collected from add on courses as seed money for the purchase of instruments and maintenance of the research centre. Faculty research to be compiled and published in the in-house Journal, ISBN to be obtained.
 6. Introduction of new academic programmes to be explored.

Leays
(Co-ordinator)



7. The reports submitted by some criteria groups for AQAR was improperly done. It was strictly informed that the data must be compiled in a comprehensive and concise manner.
8. Prof. Radhika will be in Criterion 1 as she is aware of the requirement for curriculum design.
9. The new IQAC report requires quantitative data for which factual data & documents must be maintained.
10. The departmental report must be meticulously prepared. This is very important as the next NAAC assessment will be department centric giving weightage to the following:
- I. Faculty profile
 - i. Enhancement done in the year
 - ii. Conference and Research papers
 - iii. Help to college etc.
 - II. Teaching learning process
 - i. Remedial teaching
 - ii. Teaching plan
 - iii. Innovative methods
 - iv. Inter - disciplinary lectures, etc.
 - III. Co-curricular / Extra Curricular activity
 - i. Club report
 - ii. Newsletter
 - iii. I.V.'s
 - iv. Research project etc.
 - IV. Add - on - Courses
 - i. Workshops
 - ii. Certificate courses etc.
 - V. Student support programmes
 - i. Mentorship
 - ii. Soft skills
 - iii. Inter - collegiate activities
 - iv. Summer training
 - v. Placements etc.
 - VI. Extension activity
 - i. Environment issues
 - ii. Women Empowerment
 - VII. Alumni activity
 - i. Talks
 - ii. Visits, etc
 - VIII. SWOC Analysis
 - IX. Future plans of the department

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Leas
(Co-ordinator)

11. All departments will submit a separate activity and a departmental report to the Students' Council. Activity Report by 15th April and Departmental Report by 30th June.

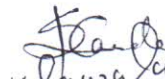

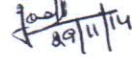


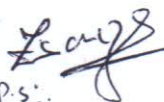



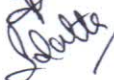
The meeting ended with a vote of thanks to the chair.

Place: Mira Road


Date:


(Chairperson IQAC)

Members:-

- 1) Dean of the college (Mrs.) Kamla A. 
- 2) Ms. Maleka Bootwala 
- 3) Ms. Zainab Vallikarimwala 
- 4) Ms. Afroz Shattari 
- 5) Ms. Aqueela Sattar 
- 6) Ms. (Dr.) Juliet Miranda 
- 7) Ms. Parveen Shaikh 
- 8) Ms. Vinetta Rodrigues 
- 9) Ms. Zamanat Sayed 
- 10) Ms. Sanchita Datta 




(Co-ordinator)


Principal
**ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
PENKAR PADA, MIRA ROAD,
DIST : THANE. PIN : 401107.**

Action Taken Report 2013-14

1. Remedial Teaching , bridge courses and advanced learners programme - introduced
2. Mentorship programme introduced for first year students
3. Research committee constituted
4. Faculty development programme- 'Talk on How to write a Research Paper in Good Impact factor Journals', conducted
5. National level seminar on 'Biodiversity –Status, Threat and Solution' .
6. Soft skill course conducted for third year students
7. College Website redesigned and upgraded with CMS module
8. Library made complete open access
9. Committee for streamlining processes and procedures constituted
10. Student Satisfaction Index form designed
11. SWOC analysis of all departments conducted
12. Display boards with universal values put up
13. Two days Royal Mela organized for cultural activities as per students feedback : exit questionnaire

Lica
(Co-ordinator)



Principal
Principal
**ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
PENKAR PADA, MIRA ROAD,
DIST : THANE. PIN : 401107.**

2014 - 2015

The Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 29th November 2014 in Conference room at 10:30am.

The following members were present at the meeting:

- | | |
|---------------------------------------|--------------|
| • Dean of the College (Mrs.) Kamla A. | Chairperson |
| • Ms. Maleka Bootwala | Member |
| • Ms. Zainab Vallikarimwala | Member |
| • Ms. Afroz Shattari | Member |
| • Ms. Aqueela Sattar | Member |
| • Ms. (Dr.) Juliet Miranda | Co-ordinator |
| • Ms. Parveen Shaikh | Member |
| • Ms. Vinetta Rodrigues | Member |
| • Ms. Zamanat Sayed | Member |

The following points were discussed in the minutes as per the agenda:-

- 1) The minutes of the last meeting was read and accepted.
- 2) All the minutes of IQAC are to be written within a week's time. This is applicable to the writing of the minutes of all meetings.
- 3) Accounts & reports of the National Seminar to be held in the college are to be prepared within one month. In case of college events too, the reports & accounts should be prepared & submitted within 10 days.

E.g. Gyan Manthan, Annual Day.

- 4) Micro department will continue its bridge course of laboratory preparation. New forms of different types of bridge courses should be initiated by other departments too.
- 5) Extension activities would be conducted in a qualitative ^{and quantitative} manner. The existing extension activities have led to value addition but its impact cannot be measured. Hence it cannot be called an extension activity.

For this action plan is required which is as under:

- 6) Teaching session would be undertaken with ten students from the adopted area will be taught by two students of the college.
- 7) Palliative care programme can be undertaken in collaboration with BhaktiVedanta. Also other health programmes can be undertaken in the

Lucy's
Co-ordinator



adopted area.

- 8) • Bio-Science department can undertake the work of initiating the health care programmes & the Physical Science department can undertake the work of teaching & education by the students in the adopted area.
- 9) • Cleanliness drive can be undertaken by the Arts department. Emphasis will be given on minimum garbage disposal & follow up of the same will be done with the municipality.
- 10) • BCOM and BAF and BMS departments can undertake the work of helping the residents of the adopted area to open postal & bank account.
- 11) • Nisarg has informed that there are no dustbins in the classroom. Dustbins made of carton boxes will be provided by the Nisarg in each classroom.
- 12) • Physics department can undertake the work of spreading message of save electricity by way of distribution of pamphlets.
- 13) • Minor research projects can be taken up by teachers with regular appointments.
- 14) • Seed money for research will be funded from the different add-on-courses. Even if it is from unaided self financing courses, it will be utilized for research purpose.
- 15) • Department teachers should help out the colleagues by adjusting their lectures, etc if the person is doing the research work.
- 16) • It was resolved that the administrative work of the teaching staff should be cut down. This will be done by reducing the steps in such work & also streamlining the procedures.
- 17) • UGC grant can be used for the purpose of developing LAN & Wi-Fi network. A team of teachers to be formed for this purpose.
- 18) • Advance learners programme should not be limited to talks only but also should undertake seminars & projects. Teachers of science faculty should also participate in POGIL programme, Cube programme etc. Advance teaching learning techniques can be adopted by Arts/Commerce teachers with the help of TISS.
- 19) • Different add-on-courses to be taken department wise. But in case of same course by different departments. Joint ventures can be undertaken wherever possible & reduce the burden on teachers.
- 20) • Innovative methods of teaching & learning methods should involve the following elements:
 - a) • Team work
 - b) • PPT
 - c) • Collating data



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(Co-ordinator)

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d) Communication skills

c) ^{Problem} ~~Probe~~ based learnings

f) The evaluation of the students for the same has to be done.

21) The preparation of academic audit report was done well. The college ppt will be of 15-20 minutes. Department wise ppt will be of 5-6 minutes which should highlight the strengths of each department.

22) The Audit team will visit the library. The library staff will be oriented by Kamla Mam for the same.

23) Yoga course is losing its popularity among the students. Steps are to be initiated to how to make yoga more interesting & better. Ex-students can be invited to come & speak to the existing students about Yoga. The benefits of yoga can be made aware through movie / CDs.

24) Alumni meet will be held on 31st Jan'15 (Saturday). It is decided that there will be an online registration for Alumni meet. The individuals can pay online & online/digital receipt has to be produced for the same. There will be one entry for one receipt. However alumni registration & payment can also be done through back office.

25) Since our college has finished 25 years, it was decided that 25 teacher alumni with minimum 5 years of experience will be felicitated on the occasion of the alumni meet. Each department should give the names of their alumni teachers.

26) On the event of 26th Jan, the theme decided for the skit which will be held on 24th Jan 2014 is cleanliness. Actual Swach Bharat Abhiyaan will be undertaken.

27) AQAR report should have the following:

a) AQAR report should contain quantitative data.

b) No. Of staff development programme held for teaching staff & non-teaching staff along with how it was conducted.

c) No. of research work undertaken under UGC or any other funding agencies should be mentioned.

d) AQAR has mentioned the need for:

e) Academic internal & external audit.

f) Administrative internal & external audit.

g) Environmental internal & external audit.

e.g. BNHS can be called for environmental external audit.

h) Data related to NCC/NSS activities i.e. number of students selected for



Exap
(Co-ordinator)

national/state level camp/programme etc.

- 27) Any new infrastructure added to the college & its funding agency.
- 28) Special invitees like alumni or outsiders must be invited in the IQAC meetings.
- 29) The motivational talk held for FYBCOM students will be funded through students' activity fund.
- 30) AQAR report for 2013-2014 to be kept ready by the end of January'15 & the AQAR report for 2014-2015 to be kept ready by the end of March'15, so that the reports can be sent till June'15.
- 31) It was suggested to send student's research projects (TY projects) i.e. that of TYBMS & TY Computer Science to some funding agencies so that the students can get the benefit of the same.

The meeting ended with a vote of thanks to the chair.

Place: Mira Road

Date: 12/6/2015

(Chairperson IQAC)

Members:-

- Dean of the College (Mrs.) Kamla A.
- Ms. Maleka Bootwala
- Ms. Zainab Vallikarimwala
- Ms. Afroz Shattari
- Ms. Aqueela Sattar
- Ms. (Dr.) Juliet Miranda
- Ms. Parveen Shaikh
- Ms. Vinetta Rodrigues
- Ms. Zamanat Sayed
- Ms. Sanchita Datta

Chairperson

Member

Member

Member

Member

Coordinator

Member

Member

Member

Member

Principal
**ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE**
PENKAR PADA, MIRA ROAD,
DIST : THANE. PIN : 401107.



Action Taken Report- 2014-15

1. Two new academic programmes introduced:
2. Three year course in Bachelor of Accounts & Finance and
3. Three year course in Bachelor of Arts in Psychology
4. Special teaching learning programmes introduced for advanced learners
5. Contemporary teaching learning methods involving data collection and analysis, team work, problem solving and communication skills were introduced
6. Newly constituted Research committee facilitated 8 applications for UGC MRPs
7. National seminar on "Bioremediation – Recent Trends And Future Prospects"
8. Faculty development programme-Talk on Accessing American Library Information Resource conducted
9. Add-on courses in 'Basic Astronomy' and 'Research Methodology' conducted
10. 100 hours soft skills programme in GDPI organized in association with TCS for third year students
11. Course in Self motivation and positive thinking by a professional motivational speaker conducted for First year students
12. Mentorship programme extended to higher classes
13. 25 senior alumnus working as teachers felicitated on Teachers' Day to celebrate the silver jubilee of the College
14. Self defense course in Taekwondo for girls introduced
15. Staff welfare programme - Cyber Crime awareness talk conducted
16. Leadership programme conducted for Student Council Representatives
17. Service oriented extension programme introduced
18. Application to UGC for IQAC grant submitted

Leay
(Co-ordinator)



2-9
Principal
**ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
PENKAR PADA, MIRA ROAD,
DIST : THANE. PIN : 401107.**

The minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 8th June 2015 & 20th June 2015 in the Board Room at 12.00pm for the academic year 2015-16 ^{12th}

The following members were present for the meeting.

1.	Mrs. Kamala Arunachallam	Chairperson (Dean of the College)
2.	Dr. Juliet Miranda	(Co-ordinator)
3.	Ms. Maleka Bootwala	Member
4.	Ms. Zainab Valikarimwala	Member
5.	Ms. Zamanat Syed	Member
6.	Ms. Afroz Shattari	Member
7.	Ms. Aqeela Sattar	Member
8.	Ms. Parveen Shaikh	Member
9.	Ms. Vinetta Rodrigues	Member
10.	Dr. Sanchita Datta	Member

The following points were discussed :

1. The IQAC should be re-constituted with representation from the following groups, to be more effective.
 - a) Students
 - b) Alumni
 - c) Community Representatives
 - d) Administrative Staff
 - e) Parents
 - f) Employers
 - g) External experts
- a) Student representatives in the IQAC should be from the students council. The council headed by a G.S. should be constituted by the 7th of July 2015. Guardian teachers must call for nominations for the post of DR's and VB's stressing upon good leadership skills. Candidates to fill up a pre- selection proforma.
- b) Resolved that the following Alumni will work as experts with the IQAC their expertise may be sought for special needs/programmes.
 - I) ~~Mr.~~ Tejal Bhat (Naturalist)
 - II) Mr. Sameer Valia (Chartered Accountant)
 - III) ~~Mr.~~ Jwala Naik ^{Ms} (Corporate Sector)
 - IV) Mr. Chirag Shah (Entrepreneur)
 - V) Mr. Kamal Rohra (Academician)
- c) The Community representative will be Dr. Vinita Sharma from Bhakti Vedanta Palliative Care Centre.

L. S. Sanyal
(Co-Ordinator)



- d) Administrative representatives are Ms. Anita Nadkarni (Office Superintendent) and Ms. Jyoti Gawade (Sr. Clerk) .
e) Further, parents who are our alumni can be selected to represent the PTA in the IQAC.

2. The IQAC is considering to conduct a seminar on Quality Enhancement . The topic for the same will be decided in consultation with Dr. Madhukar of MUQAC. The proposal for the same should be ready by December 2015. The seminar to be held next year (2016-17).

3. To have an effective students council, orientation will be undertaken for all guardian teachers to make judicious selection of candidates.

4. Participation in cultural activities should be enhanced Mentors must identify students with proficiency in Fine Arts, literary events, theatre, music and dance events from the student data base which is to be categorized by the mentors and entered in file kept in the SCR by 30th June 2015. The FACC and inter-collegiate Committee should use this database to form teams for intercollegiate participation. Enthusiastic preparation & practices will ensure good participation and winning. Benefits that accrue to students from such activities must be emphasized.

5. One group dance for the intercollegiate events will be trained by a choreographer.

6. A talent hunt for FY students will be organized by SY and TY along with the student body of FACC.

7. The following points were discussed with respect to **Research, Consultancy and Extension.**

It is resolved that each dept. should focus only on one/two activity/ies which will be developed into its forte.

- i) Ms. Pooja and Mr. Akhil will work towards consultancy along with Computer Science, BMS and BAF staff & students.
ii) Dr. Juliet, Ms. Zamanat and Ms. Vinetta will plan for Environment and Extension activities with Microbiology, Chemistry and Botany departments.

Zany
(Co-ordinator)



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iii) In order to develop research and scientific temper among students Dr. Nandini and Mr. Ravi along with Maths, Zoology and Physics Department will plan the activities.

As a research enhancement initiative the Research Committee should update the staff members about seminars, workshops and grants.

8. Towards establishment of **linkages and collaborations** the following was resolved.

i) Linkage with Bhakti Vedanta Hospital by signing a MoU. Ms. Vinetta Rodrigues will help develop this linkage.

ii) Linkage with the Police/RTO can be undertaken with NSS and NCC students, Zainab Madam will find the details.

iii) Linkage can be developed with Dr. Murthy's NGO Ms. Vinetta Rodrigues will find out the details.

iv) Ms. Aqeela will find out details about linkage with MBMC school at Rasaaz.

9. The following points were resolved with respect to student support and progression.

i) Achievements and awards received by Alumni should be put up on the college website by Ms. Aqeela.

ii) Resolved to follow the following method for calculation of college dropout rate.

Admissions which are not cancelled or NOC not taken but the students have discontinued attending will be considered as drop out. The drop out is estimated to be about < 17% in the last academic year.

iii) Ms. Renu and Ms. Jyotsna will be Teachers in-charge for Add-On-Course along with Commerce and Economics departments. Each 'Add-on course must be of at least 15 hours duration.

iv) An Add on course in Arabic can be started as the university also offers the same. Mr. Mazhar to check feasibility (UGC funding to be also looked into).



Lisay
(Co-ordinator)

10-30
12-15

16.

v) Career guidance can be provided through weblinks and website addresses to be displayed on display boards kept in the library and career guidance display. Departments to continue with their initiatives of career exhibitions and talks.

10:30
12:15

17.

vi) Dr. Raju and Ms. Momina will be incharge of planning for coaching for competitive exams to be conducted by the Dept of Humanities in co-ordination with an outside agency & Alumni. Coaching facility to be made available to Alumni. Outcome of the coaching must be recorded.

18.

10. A lady sports instructor is to be appointed to improve girls participation in sports specially at the inter collegiate level. Special focus on basketball, volley ball chess & carom.

11. Travelling Allowance and entry fee for sports inter-collegiate activity will also be paid by college.

12. Resolved that the college would bear the full expense towards entry fee, travelling and materials required for participation at University level events. The decision was taken keeping in mind the financial background of our students. Further, for other inter-collegiate events, entry fee will be paid by the college. All departments should make provisions for the same in their extra & co-curricular budgets.

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13. Under the head of **Management Information System (MIS)** the following information can be included : Installation of the following customized / standard softwares.

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- i) Students attendance software
- ii) Staff attendance software (biometric)
- iii) Administration software
- iv) Accounts software
- v) Result Software
- vi) Exam software
- vii) Library software.



L. Sanyal
(Co-ordinator)

viii) *Laboratory Breakage software.*

14. IV's conducted by the departments should be included in the industry Interaction & collaboration initiatives.

15. Towards brand dissemination banners / hoardings have been put up. Further a counseling cell has been set up for first year admissions.

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16. Further initiatives towards brand building and dissemination are :

- i) Traffic Island.
- ii) Hoardings (at strategic locations with a social message).
- iii) Important telephone Nos. should be displayed along with the name of the college.
- iv) BEST Bus stop can be adopted with the name of college.
Publication of the Academic Directory Hello Royal has helped publicize the Royal College brand among the academia.
- v) ISO certification for Administrative processes.

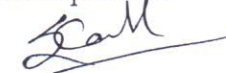
17. The agenda for the next meeting would focus on the plans of the institution for the next academic year 2016-2017 to be held in October / November and incentives to be given to students to increase participation in sports.

18. For the preparation of the next AQAR (2014-15) the Teachers in charge for each criteria is as follows:

- I) Ms. Parveen & Ms. Radhika
- II) Ms. Zamanat & Ms. Vilasini
- III) Ms. Sanchita & Dr. Chitra
- IV) Ms. Aqeela & Ms. Renu
- V) Ms. Vinetta & Ms. Ravi
- VI) Ms. Maleka & Ms. Farhaan
- VII) Dr. Juliet & Dr. Nandini

The meeting ended with a vote of thanks to the chair.

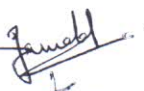
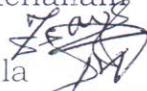
Chairperson



IQAC

Members:

1. Mrs. Kamala Arunachallam
2. Dr. Juliet Miranda
3. Ms. Maleka Bootwala
4. Ms. Zainab Valikarimwala
5. Ms. Zamanat Syed
6. Ms. Afroz Shattari
7. Ms. Aqeela Sattar
8. Ms. Parveen Shaikh
9. Ms. Vinetta Rodrigues
10. Dr. Sanchita Datta



P.S.



Principal

Principal

**ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
PENKAR PADA, MIRA ROAD,
DIST : THANE. PIN : 401107.**



Place : Mira Road(E)

Date :

Ln1115

Handwritten signature and text: (Co-ordinator)

10:30
12:15

Points discussed in IQAC - 21/11/2015

- 1) Resolved that the XII Plan special grants by UGC for IQAC to be classified under the following heads.
 - a) LAN and internet expenses.
 - b) AQAR typing expenses can be claimed under secretarial and Technical and Technical Services.
 - c) Papers for printing reports and IQAC meeting and workshop registration expenses can be claimed under contingencies.
- 2) Follow up on the points from the last meeting
 - a) Next meeting quorum must include alumni & experts .
 - b) A seminar on quality enhancement to be conducted.
 - c) The MOU with Bhaktivedanta is signed for health, hygiene awareness and kitchen garden in the neighboring villages.
 - d) Dahisar Traffic Controller can be approached by NCC students for traffic island.
 - e) Our FYBMS student is being sponsored to run the standard chartered Marathon.
 - f) Coaching students for competitive exams is being negotiated with an agency.
 - g) An NGO will train SY students for soft skills for ₹ 800/- and on successful completion the student gets back ₹ 1500/- An orientation lecture to be organized on 30th November.
 - h) The year long extension activities will be as follows:
 - Electricity project is being taken care by Physics Dept.
 - Efficient treatment by Chemistry Dept.
 - No Thermocol and save paper by Micro Dept.
 - i) Micro Dept will work towards research instead of extension and Zoo will work for extension from the next year.
- 3) Joy of Giving fortnight will be observed from 10th December 2015 to 22nd December 2015.



Leaps
(Co-ordinator)

The meeting ended with a vote of thanks to the chair.

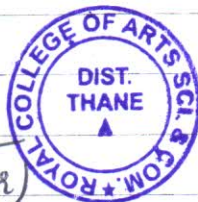
The following members were present for the meeting.

1. Mrs. Kamala Arunachallam *Fall* Chairperson
(Dean of the College)
2. Dr. Juliet Miranda (Co-ordinator) *Fall*
3. Ms. Maleka Bootwala Member *Fall*
4. Ms. Zainab Valikarimwala Member *Fall*
5. Ms. Zamanat Syed Member *Fall*
6. Ms. Afroz Shattari Member *Fall*
7. Ms. Aqeela Sattar Member *Fall*
8. Ms. Parveen Shaikh Member *P.S.*
9. Ms. Vinetta Rodrigues Member *P.S.*
10. Dr. Sanchita Datta Member *Fall*



Fall
Principal

**ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
PENKAR PADA, MIRA ROAD,
DIST : THANE. PIN : 401107.**



Fall
(Co-ordinator)

11.

IQA

Prof

Prof

Ms.

Prof

Prof

Prof

Prof

Prof

Prof

PRIN

Minutes of the IQAC Meeting held on 30/04/2016 in the Conference Room at 11.30 a.m. for the academic year 2015-16.

The following members were present for the meeting.

1.	Mrs. Kamala Arunachallam	Chairperson (Dean of the College)
2.	Dr. Juliet Miranda	(Co-ordinator)
3.	Ms. Maleka Bootwala	Member
4.	Ms. Afroz Shattari	Member
5.	Ms. Zainab Vallikarimwala	Member
6.	Ms. Parveen Shaikh	Member
7.	Ms. Aqeela Sattar	Member
8.	Ms. Vinetta Rodrigues	Member
9.	Ms. Zamanat Sayed	Member
10.	Dr. Sanchita Datta	Member

I) Review of the programmes and outcomes of programmes initiated during the academic year 2015-2016.

1) A grant of ₹ 2,40,000/- was received for IQAC. To be utilized by 2016-17. We will not be claiming ₹ 60,000/- (honorarium for the Director) from this amount. The balance grant utilization will be as follows:

- Support staff remuneration (Lydia & Dinesh)
- Registration fees for accreditation conferences.
- Stationery and other contingencies.

2) It was decided to invite an expert for Green Audit in the next IQAC meeting. Prof. Vinetta to help design a Green Audit plan for the Institution. II)

3) Add-on-Course on soft skills will be made optional under welfare programmes committee.

4) It was also decided that 5 marks will be given to SY students each semester for F.C. under internal assessment for successfully completing 10 yoga sessions. A motivational talk on yoga and its importance should be undertaken for all the SY classes. III)

5) It was resolved that the theme for the IQAC seminar Dec.2017 will be case studies of different colleges across the 7 criteria who have done something unique and exceptional in that criteria in the 3rd cycle of Accreditation. Experts of NAAC peer teams will be chairpersons to clarify the doubts of the participants.

6) It was resolved that commerce students will work with the Child Health Foundation NGO for their projects, MoU to be signed.

7) It was discussed that the college will adopt and maintain a green Island at Mira Road Station (W). Details are being finalized.



- 8) An institute that coaches students for IAS and other competitive exams wants to start a franchisee in our college. Prof Raju and Prof. Momina will do the follow up.
- 9) Following are the details of extension activity of the different department undertaken during the year.
- Dept. of Physics has monitored electricity & paper consumption & suggested methods for decreasing usage.
 - Dept. of Chemistry has undertaken research on different methods to treat laboratory effluent.
 - Dept. of Microbiology has conducted awareness drives in schools with displays and PPT on the theme 'say no to thermocol.'
 - Dept. of Zoology has taken up E-waste management as their departmental activity.
 - Dept. of Microbiology will take up research as their department for activity from next A.Y.
 - Dept. of BMS is working with Bhaktivedanta Hospital for outreach programmes, MOU has been signed.
- 10) It was decided to donate away groceries to Gadge Maharaj trust from the money collected from the Joy of Giving Week. A total of ₹ 59,000/- was collected. ₹ 15,000/- worth groceries have already been given to the trust for cancer patients. The balance amount can be used for the farmers who have temporarily migrated from the drought affected areas of Maharashtra.
- II) Towards Institutional Academic Improvement, it was resolved that TAQ's of new teachers should be taken after 1 month of teaching and another after some time and for senior teachers TAQ can be taken towards the end of the second term. (To be monitored by Academic Improvement Committee).
- III) It was resolved that the staff and Student Development Committee will be dissolved and recast as Academic Improvement Committee and Welfare Programme Committee.

Activities under Academic Improvement Committee

- 1) Faculty Improvement Programme.
- 2) Academic Circle
- 3) TAQ's
- 4) Facility Audit
- 5) Exit Questionnaire
- 6) SSI
- 7) Short term courses
- 8) Academic Non departmental Add-on courses



[Signature]
(Co-ordinator)

Activities under Welfare Programme Committee

- 1) Health Check up.
 - 2) Talks
 - 3) Yoga
 - 4) First Aid
 - 5) English Speaking
 - 6) Leadership workshops for VB's, DR's
 - 7) Soft skills workshops.
- IV) It was decided to take up facility Audit (only TY's to participate) which will involve
- 1) Library timings, books availability and internet facility.
 - 2) Sports Gymkhana and opportunities to play at intra collegiate levels
 - 3) Bookstall
 - 4) Canteen
 - 5) Reprography
 - 6) Labs
 - 7) Girls Common Room
 - 8) Administrative office.
- Prof. Aqueela and Prof. Mustaqueem will be framing the questionnaire for the facility Audit.
- V) It is resolved to undertake the green Audit involving
- 1) The flora and fauna – Prof. Radhika and office will give the details.
 - 2) Paper, water and electricity – Depts of Physics & Maths.
 - 3) E-waste Management – Dept. of Zoology
 - 4) Carbon Credit – NSS and Delphine.
- VI) Consultancy to be taken up by Prof. Akhil and Prof. Vibha was discussed.
- VII) The future plans of the College / IQAC were discussed with relation to :
- (i) Seminar – Case study of College Accredited in 3rd cycle.
 - (ii) Arabic Course Diploma – A centre to be started
 - (iii) Constitution of Academic Improvement Committee.
 - (iv) Establishment of Competitive exam coaching centre.
 - (v) Garden Island at Mira Road Station towards brand visibility.
 - (vi) Inter collegiate Basket Ball tournament
 - (vii) Facility Audit.
 - (viii) Green Audit.
 - (ix) Initiation of Consultancy.
- VIII) It was decided that the office will submit a report called the management set up report
- (1) Tackwondo for girl student
 - (2) Yoga



Leah
(Co-Ordinator)

- (3) Tennis coaching } optimization of infrastructure usage for
 (4) Basket Ball coaching } revenue generation
 (5) Welfare programmes of the management.

Mr. Chirag Shah was inducted as special member

The meeting ended with a vote of thanks to the chair.

Chairperson

Lall
 IQAC

Members:

- | | | |
|--|-------------|-----------------------------------|
| 1. Mrs. Kamala Arunachallam | <i>Lall</i> | Chairperson (Dean of the College) |
| 2. Dr. Juliet Miranda | | (Co-ordinator) <i>Lall</i> |
| 3. Ms. Maleka Bootwala | | Member <i>Lall</i> |
| 4. Ms. Afroz Shattari | | Member <i>Lall</i> |
| 5. Ms. Zai ^{rab} Vallikarimwala | | Member <i>Lall</i> |
| 6. Ms. Parveen Shaikh | | Member <i>P.S.</i> |
| 7. Ms. Aqeela Sattar | | Member <i>Lall</i> |
| 8. Ms. Vinetta Rodrigues | | Member <i>Lall</i> |
| 9. Ms. Zamanat Sayed | | Member <i>Lall</i> |
| 10. Dr. Sanchita Datta | | Member <i>Lall</i> |
| 11. Dr. Chirag Shah | | Entrepreneur <i>Lall</i> |

Place : Mira Road(E)

Date :

ND0616

Lall
 (Co-ordinator)



r-g.
 Principal
**ROYAL COLLEGE OF ARTS
 SCIENCE & COMMERCE
 PENKAR PADA, MIRA ROAD,
 DIST : THANE. PIN : 401107.**

Action Taken Report- 2015-16

- 1) 4 MRPs have been sanctioned by UGC
- 2) Log book introduced for teachers to facilitate planning and record keeping
- 3) National level workshop organized on "Structure Solution by Powder X-ray Diffraction (SSPXD-15)
- 4) Towards development of research culture and scientific temper among students, The following activities were undertaken:
 - Participation in Avishkar- State level research project exhibition
 - Research Exhibition by students from all faculties
 - Demonstration of experiments by our students in municipal schools
- 5) Enhancement of management information system (MIS)
- 6) Departments connected with LAN
- 7) Three additional classrooms ICT enabled
- 8) Results software upgraded
- 9) MoU with Bhakti Vedanta Hospital Foundation signed for faculty exchange, internships and joint outreach programs in adopted rural area
- 10) Lady sports instructor appointed to improve girl students' participation
- 11) One student sponsored for Mumbai Marathon by the management for promotion of sports
- 12) The following extension activities undertaken by departments
 - Anti thermocol and Anti plastic campaign
 - E-waste awareness and collection drives
 - Save water and save electricity campaigns

Leap
(Co-ordinator)



2-12-16
Principal
**ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
PENKAR PADA, MIRA ROAD,
DIST : THANE. PIN : 401107.**

Minutes of the IQAC Meeting held on 24/04/2017 in the board room
5th floor at 1.00 p.m. for the academic year 2016-17.

The following members were present for the meeting.

1.	Mrs. Kamala Arunachallam	Chairperson (Dean of the College)
2.	Dr. Juliet Miranda	(Co-ordinator)
3.	Ms. Maleka Bootwala	Member
4.	Ms. Afroz Shattari	Member
5.	Ms. Zaiban Vallikarimwala	Member
6.	Ms. Aqeela Sattar	Member
7.	Ms. Zamanat Sayed	Member
8.	Dr. Sanchita Datta	Member

In review of the minutes of the earlier meeting Zainab madam announced.

- (1) A total fund of ₹3,00,000/- was received for IQAC purpose. The full amount has to be utilized and cannot be returned to UGC.
- (2) It was resolved that ₹60,000/- due to Co-ordinators and the signature will be taken for the last 5 years for a receipt of ₹12,000/- remuneration each year.
- (3) It will be utilised for the purpose of green audit.
- (4) A green patch has been adopted in Mira Road (W) Station as east is very crowded and the work has already started with an estimated expenditure of ₹1,00,000/- expenditure is being borne by the funds from the trust.
- (5) MoU's as planned with bhakti Vedanta hospital, ~~CHC and sanjeevani hospital~~ were signed and implemented in the academic year 2016-2017.
- (6) Under the green Audit, In order to save electricity it was suggested that:
 - I. The classrooms should have MSB plus switches so that the same can be switched off when no one is around in the class.
 - II. A volunteer can be appointed for the same.
 - III. A guest lecture on save electricity can be organized by the Dept of physics.
 - IV. During F.Y. Orientation an awareness generation should be done about the same.
 - V. The last teacher leaving the SCR should switch of the lights & fans.
- (7) It was resolved to ^{identify strategies} work out estimated where consumption of paper has been reduced in the institution under green audit. The following paper saving measures have been adopted:

Z. Sanyal
(Co-ordinator)



- I. E-copies of Association magazines/ news letters instead of hard copies are being circulated.
 - II. The Attendance committee has stopped printing registers every month.
 - III. TAQ's & exit Question were taken online.
 - IV. Internal exam of the CS Dept was taken online.
- (8) It was resolved that facility audit can be undertaken from TY students. The Academic improvement committee should schedule it with the help of each department.
- (9) It was decided that the coaching for competitive exams should continue as the feedback received is good. The students are to be addressed on the day of the result.
- (10) It was decided to appoint an honorary expert for the green Audit. Prof. Radhika will be consulted for the same Alumni can also be called in for such expertise.
- (11) It was also suggested to have a recycle tree where class wise points can be allotted for E-waste collection which is undertaken by the college office and Prof. Ravi and also for Recycling of paper by the Dept: of Physics (Both waste & unused paper).
- (12) It was decided that those teachers who are taking up consultancy should submit their proposal in writing to Maleka Maam.
- (13) It is also resolved that financial help for start ups should be given to existing and ex-students who need funds for their business A committee will be formed comprising of Kamal sir and 1 person from C.S. Dept who will study the proposal and study the financial requirement 70% to be borne by the entrepreneur and 30% will be ^{lent} by the college from the funds collected from Add on course. ^(Incubation Centre)
- (14) It was suggested that LAN should be set up in the office too ^{and} can be ^{applied} in the Management set up Report.
- (15) It was announced that the Arabic class was successful with 34 students completing the course. We will be applying this year for conversational English Course and Quality Control.
- (16) It was resolved to apply for conversation English course under the university for the current academic year. There are a list of certificate of Diploma courses under the university which can be taken up by the college.
- (17) As resolved in the earlier meeting internal marks for SY classes for the FC subject could not be given based on yoga attendance as classes held were not same in number of sessions for all the batches.
- (18) It is resolved that all SY classes should get 1 lecture free in a week for yoga in between the lectures, so that attendance can be ensured



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(Co-ordinator)

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for the yoga sessions. Student Welfare committee to co-ordinate for yoga. Time table committee should meet Zainab madam before framing the Time table for 2017-18.

The meeting continued on 12/18/2017 to discuss the remaining points. The new Principal chaired in addition there was invitee and new members of the committee.

Principal (Dr.) V.V.Vaidya

Chairperson *z - gf.*

Mrs. Vinetta Rodrigues

Special Invitee

Prof. Kamal Rohra

Member *Kal*

Mrs. Anita Dhaveshwar

Non teaching staff member *Shedh*

The following points were discussed in the meeting.

- (19) It is resolved to form an entrepreneurship development committee to encourage entrepreneurial skills among existing students & alumni through the corpus that exists from the Add on Course, E-waste money generation fund. This committee will consist of Prof. Kamal, Prof. Muddasar, Prof. Renu, Prof. Farhaan and Prof. Ravishri. The committee will decide the criteria to give away repayable loans to develop entrepreneurial ventures.
- (20) The funds available for the same is approximately ₹20,000/- (from the corpus fund of ADD on Course). Such that ₹50,000/- can be lent each year. It was also resolved to utilize the money from e-waste for the purpose.
- (21) A meeting should be called of all teachers to inform them about this committee and its functions, so that teachers can identify students with good ideas of entrepreneurship skills.
- (22) In order to implement the green audit Prof. Vineta Rodrigues had developed a plan which was discussed.
- (a) Improvement of air quality- Qualifying carbon dioxide emission in the college has to be recorded and the oxygen generated from plants should be taken into account.
- (b) Klater - unpurified sources of water in term of unit utilised and quantity of purified water saved should be recorded.
- (c) Paper- Using recycled paper or reusing the same should be recorded.
- (d) Electricity -Unit consumed to be recorded and measures to conserve the same.
- (e) Before and After use of CFL electricity consumption can be accounted for
- (f) Campus lights can be replaced by solar panels.



Leary
(Co-ordinator)

- (g) Professional help can be taken to calculate carbon credits.
- (h) Information about LED lights units used to replace can be taken from Zainab madam (Prof. Abdul).
- (i) Old electrical appliances charged can be recorded for the AQAR
- (j) Use of less electrical lighting due to natural light can be mentioned.
- (k) Kalter consumption units to record by Prof. Mustaqueem
- (l) Save water campaigns to be taken up with students.
- (m) Units of water drawn from the ringwell can be recorded; data is ~~admirable~~ ^{available} with Zainab madam.
- (n) Flush tanks should be replaced with smaller tanks.
- (o) Use of wash bottles instead of taps in the labs.
- (p) Campaigns can be announced in the schools.
- (q) FYBSC class will be the study group for the electricity bill consumption.
- (r) Green audit committee will comprise of Prof. Abdul and Prof. Mustaqueem.
- (s) Energy saving devices or any other initiatives should be mentioned in the (departmental) Deptal report.
- (t) All teachers (Jr. or Degree) should be a part of this green audit.
- (u) Consumables like paper and cartridges can also be a part of the audit. It was resolved to track the quantity of recycled paper and raddi sold
- (v) All departments should send their recyclable paper to G2. Maleka ms. will take care
- (w) Cotton plugs replaced auto clavable plastic lids.
- (x) Judicious use of plastic will be good like plastic cups to be avoided by the staff for tea, and no bottled water to be served nor plastic glassed.
- (y) Color printing has to be minimised, xerox to be done on both the sides of the paper. Deptal news letter should have only one colored copy rest black n white printed on both sides and copies to be circulated through internet. E-photos should be encouraged
- (z) Repair and reuse of sports equipments can be mentioned in green audit. Purchase policy can be mentioned showing we give preference to Eco-friendly business. And othe green initiative by management can be mentioned.

To add to other contributions.

- a) Air quality and ventilation in the college is good can be mentioned. Prof. Seema can help calculation of Carbon Credit.
- b) Quantifying factors can be No. of trees & plants shrubs to no. of people in the coll. s. One year should be used for calculation.



Leap
(Co-ordinator)

- c) No use of Air freshners.
- d) A meeting with Janice D'sa and the green audit team should be arranged.
- e) Initiatives to lesser pollution such as students and teachers using more of public transprt to private transport, or students using cycles etc can be mentioned in green audit.College can advance loans for cycles. Canvarsing for share autos or car pooling.
- f) A study group can be made and a survey conducted for teachers and students can be done through google docs. College vehicles can be included in the survey (Prof. Sanchita)
- g) We şhould plant only indegenious plants.

Some more healthy environment habits for safe and healthy

- a) Fire safety is an NSS activity.
 - b) Micro Dept. does water testing reularly
 - c) Water tanks are periodically cleaned.
 - d) Gas consumption from the different Dept. of the college.
 - e) The Chemistry Dept. will moniter the gas and water usage in college.
 - f) Prof. Seema will take help from students and do an air quality check.
- 23) All the above plan to be shared with all teachers on 18th August 2017
 - 24) Motivational talk to be conducted for FY and follow up talk for SY students
 - 25) AQAR same groups fo each criteria. ^{Reports} Reports from each criteria to be submitted by 16th October 2017 final AQAR by 17th November 2017.
 - 26) Facility Audit will be undertaken for the TY students from the current year; through on line feedback during Oct-Nov.17. The feedback will be collected faculty wise. The TAQ committee should start taking the Audit.
 - 27) Teachers involved with consultancy should ensure that a MOU for the same is signed. A letter of intent from company or the individual listing down details of the requirement and duration and of the faculty with when they want to work. A letter of intent should be taken from the company.
 - 28) Consltancy even for students research project can be treated as consultancy. A letter of intent addressed to the HOD can be given Talks for consultancy is already going on with NS chemicals Boisar, Potato Lab Pune & Ayurvedic firm in Boisar.
 - 29) For all staff development programmes a certificate can be given an e-certificate with scanned signature can be given.



Lea
(Coordinator)

- 30) The attendance sheet copy to be attached to the report of all staff Develop programmes for future reference must be passed to the committee.
- 31) New Academic Programmes:
- In the light of the above new subject of Business Mgmt -I & II for SYBCOM and Business Mgmt papers (III & IV, V &VI) for TYBCOM were discussed.
 - Similarly introducing some more subject options for M.Com II was also discussed. Prof. Sachita will submit a proper proposal after conducting a study among students and collecting information from the university.
 - Introduction of all 6 papers on Psychology was also discussed for TYBA. The management has shown intent towards the same and will be looking into the matter in 2018-19
 - Add-on-course in conversational English can be started under university affiliation. Prof.Sanchita and Prof. Komal will find out details.
- 32) Feedback mechanism:
- Feedback from parents and suggestions during PTA should be collected but should be voluntary.
 - It was resolved that with facility audit starting from the current year the feedback mechanism is adequately strengthened.
- 33) It was decided to plan & organise an IQAC seminar on the topic of teachers as mental health soldiers with resource persons like Dr.Harish Shetty Tentatively during Feb '18
- 34) We can also have a workshop for half a day can also be undertaken on turnaround teachers by Prof. Mini tentatively on 2nd December 2017 (Zainab madam will speak to Dr.Harish Shetty and Prof. Mini.)

The meeting ended with a vote of thanks to the chair.

Place : Mira Road(E)

Date : 23/9/2017



Leena
(Co-ordinator)

V.V. Vaidya
Chairperson IQAC
(Dr. V.V. Vaidya)

Co-ordinators & Members

1. Mrs. Kamala Arunachallam
2. Dr. Juliet Miranda
3. Ms. Maleka Bootwala
4. Ms. Afroz Shattari
5. Ms. Zainab Vallikarimwala
6. Ms. Aqeela Sattar
7. Ms. Zamanat Sayed
8. Dr. Sanchita Datta
9. Prof. Parveen Shaikh

Real

Chairperson (Dean of the College)
(Co-ordinator)

Member

Member

Member

Member

Member

Member

Member

g. Jaidh

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P.S.



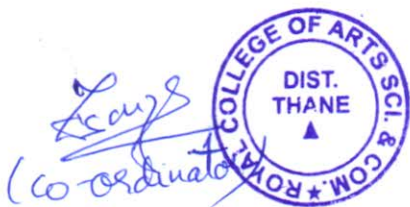
Leap
(Co-ordinator)

2-25

Principal
**ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
PENKAR PADA, MIRA ROAD,
DIST : THANE. PIN : 401107.**

Action Taken Report 2016-17

- 1) Certificate Course in Arabic for students and outsiders introduced
- 2) National Conference on "Vision 2050: Balancing Developmental Needs with Ecological issues" conducted
- 3) One day workshop for faculty on E-learning Resources conducted
- 4) Academic Improvement Committee recast by merging staff and students development committees to streamline faculty and student development programmes, administration and analysis of Teacher Assessment Questionnaire (TAQ) and other feedbacks
- 5) Online internal assessment initiated for Computer Science students
- 6) Knowledge museum established
- 7) Coaching for UPSC exams in association with Royale IAS Academy started
- 8) Two cash prizes instituted by the management for outstanding achievement in sports and sponsored entries for two students for Mumbai Marathon towards promotion of sports
- 9) Intercollegiate Basket Ball tournament started
- 10) Green zone set up at Mira Road railway station as an initiative towards brand dissemination
- 11) MoU signed with Child Health Foundation for conducting outreach programs for underprivileged children



r-df.
Principal
**ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
PENKAR PADA, MIRA ROAD,
DIST : THANE. PIN : 401107.**

Minutes of the meeting of IQAC with criterion In- charges held on 18th April 2018 in the computer lab room no. 109.

- /18
1. The meeting was conducted to draw up tentative schedule before applying for the re-accreditation
 2. It was decided that the AQAR for 2017-2018 should be uploaded by 30th June 2018.
 3. The AQAR for 2016-2017 was uploaded on 17/4/2018. Criteria wise report for the SSR should be completed by 30th July 2018.
 4. The 1st round of submissions criteria wise was decided to be 15th August 2018.
 5. And after suggestion the next submission on 15th September 2018
 6. Tentatively it was decided that the final SSR should be ready and sent by 15th October 2018.
 7. It was also decided to upload & maintain evidences in one dedicated system.
 8. ^{Reminder that} All departmental and activity reports for this academic year should be submitted by 28th April 2018.
 9. Activity reports should include objectives and out comes & ATR
 10. Each Criteria team should be ready with the folder and the plan for the next academic year and the same plan needs to be shared with all staff members.
 11. Prof. Mudassar has been inducted in the SSR-IQAC team for technical support and Prof. Ritika for regular checking of NAAC website for updates
 12. Criteria Incharges are as follows:

CRITERIA	TEACHERS
I	Prof. Radhika
II	Prof. Vilasini
III	Dr. Chitra
IV	Prof. Rugma
V	Prof. Renu
VI	Prof. Farhan
VII	Dr. Nandini

- or
13. If there are many such hyperlinks then one pdf file can be made will such links.
 14. Quantitative data must be collected in Excel format.
 15. Data/ information required for a Criterion from office or teaching staff should be submitted to Prof. Madeka by the criterion incharges.
 16. The contents of IQAC manual with glossary and abbreviations must be shared with all staff members.
 17. Teachers using PPT's should upload them in the Library shared folder.



18. A reminder that all data related to actual lectures engaged, informal conducted and practicals should be mentioned in the Logbook.
19. An excel training workshop will be arranged to help teachers use exc
20. Ms. Shamika Kamlesh attended the meeting a student representative

There being no other point to discuss the meeting ended with a vote of thanks to the chair.

The following members were present.

1. Prin, V.V. Vaidya
2. Mrs. Kamala Arunachallam
3. Ms. Maleka Bootwala
4. Ms. Zainab Vallikarimwala
5. Ms. Afroz Shattari
6. Dr. Juliet Miranda
7. Prof. Parveen Shaikh
8. Ms. Aqeela Sattar
9. Ms. Zamanat Syed
10. Dr. Sanchita Datta
11. Prof. Kamal Rohra
12. Ms. Shamika Kamalesh

- Chairperson *z - g.*
- Dean of the College *z - g.*
- (Co-ordinator) *z - g.*
- Member *z - g.*
- Member *z - g.*
- Member *z - g.*
- Member *z - g.*
- Member *z - g.*
- Member *z - g.*
- Member *z - g.*
- Student representative *z - g.*



z - g.
Principal
ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
PENKAR PADA, MIRA ROAD,
DIST : THANE. PIN : 401107.

19/7/2018

The IQAC Meeting was held on the 23/04/2018 in the 5th floor board room.

The following points were discussed in the meeting as per the agenda.

- I. Time line of the NAAC visit. It was resolved that the college will apply for the 2nd window i.e. 1st November 2018 to 31st December 2018. Thus the IQAC calendar has been planned accordingly.
 - a) 30th June 2018 - submission of criterion report for the AQAR 2017-2018.
 - b) 15th July 2018 - AQAR 2017-2018 consolidation and submission.
 - c) 15th October 2018 - Submission of SSR and IIQA.
- Therefore 2 additional dates were decided for preliminary round of SSR.
 - d) 15th August 2018 - Criteria wise submission for SSR.
 - e) 15th September 2018 - Criteria wise submission after making the necessary changes as suggested by the core committee.
- 1) It was also resolved that a written document pertaining to the following policy decisions must be drafted : will be done by CBT
 - a) Infrastructure enhancement
 - b) Repair & Maintenance
 - c) New Academic Programmes
 - d) Research Policy
 - e) E-Governance
 - f) Support Facility
- II. •Registration of Alumni body- It was decided to call a meeting of all teacher alumni of the college on 28th April 2018 5th floor, A.V. room at 12.00 noon. Trustees -Principal Dr. Vaidya, Prof. Maleka, Ms. Zainab and Prof. Alfred will be present for the same.
- III. ICT enabled class rooms
 - a) It is strongly recommended that the campus must be well enabled specially the Departments, Library Reading room, SCR, Labs, Main Auditorium, Research Centre, Room No. 106 and class rooms equipped with LCD/DLP.



b) It was suggested that the library must have a dedicated laptop/mobile zone with the use of wifi for students.

c) Digital pads can be purchased.

IV. Institutional Website upgradation - It was informed that the College website is in the process of upgradation. The AQAR and the minutes of IQAC need to be uploaded on the website. Prof. Aqeela will conduct a brief session to familiarize the staff with the new features. Further, IQAC has requested the Academic Improvement committee to conduct a workshop for training of all teachers in Advanced Excel. The same is planned on 9th May at 10.30 a.m. in room no. 109, P. Mudassar will be the resource person.

V. Teachers using digital aids and E-Resources should upload the same in the shared folder of the library as well as mention in the log book.

VI. An administrative staff will be assigned to IQAC to do all Xeroxing and typing and also house keeping of the shared folder (LAN).

VII. Parwaaz - Annual Magazine-

a) It was resolved that limited copies of 'Parwaaz' should be published for staff, guests and article contributors. (100 to 150), annually.

b) It should include departmental reports, NCC, NSS and activities reports in short and achievements of students.

c) Students can be given E-copy.

VIII. Green Audit

To further bolster the Green Audit initiated this Academic year it was resolved that Solar Panels will be installed in the college campus.

The audit will comprise of

a) Water management and units saved (Ringwell)

b) Solid Waste Management -Composting , use of Sani bins

c) E-waste recycling

d) Quantity of paper saved through Reduce-Reuse-Recycle initiatives

e) Save Electricity measures and audit

f) Anti Plastic & Anti Thermocol Drives.

g) Calculation of carbon footprint

h) Green cover audit

i) Fauna audit

IX. Academic/ Administrative Audit.

a) It was resolved that academic audit must be undertaken every year. Principal Sir will speak to IQAC coordinator UoM for the same for AY 2017-2018.

b) We can apply for ISO 2000 towards Administrative audit



In addition to the above the following points were also informed to members:

1. Expense- Income statement of the IQAC State Level Workshop
 - a) Expenditure of Rs. 42000/- was incurred
 - b) Rs. 30,000 was funded by IQAC and Rs. 9500/- from participants
 - c) The deficit of Rs. 3900/- was borne by the Management
2. It was resolved to subscribe to the weekly magazine Chronicle of Higher Education by paying an annual subscription of Rs.23000/-
3. It was resolved that the allowance to budget for IQAC, Research Maintenance and Green Audit be done.
4. Activities of the Entrepreneurial cell will come under Incubation Centre.
5. We need to work towards more empowered student council, better Alumni Activity, commercial exhibitions where a student displays exhibits and earns.
6. It was resolved that an add on course on conversational English will be applied for in the next academic year.
7. More display counters need to be set up for the knowledge museum
8. It was also discussed that under the earn and learn scheme we can promote work done by our students by giving mementos to guests from the articles made by them.
9. Mentoring to include meeting students and also parents if required.
10. A structured parents workshop to be planned along with guardian teacher counsellor and student welfare committee. (Parents - Student rapport building activities maybe included)
11. FY students orientation should be more structured and students should be taken for a campus walk too.

There being no other matter to be discussed the meeting ended with a vote of thanks to the chair.

The following members were present.

1. Prin, V.V. Vaidya *(V.V. Vaidya)*
2. Mrs. Kamala Arunachallam *(Kamala Arunachallam)*
3. Ms. Maleka Bootwala *(Maleka Bootwala)*
4. Ms. Zainab Vallikarimwala *(Zainab Vallikarimwala)*
5. Ms. Afroz Shattari *(Afroz Shattari)*
6. Dr. Juliet Miranda *(Juliet Miranda)*
7. Prof. Parveen Shaikh *(Parveen Shaikh)*
8. Ms. Aqeela Sattar *(Aqeela Sattar)*
9. Ms. Zamanat Syed *(Zamanat Syed)*
10. Dr. Sanchita Datta *(Sanchita Datta)*
11. Prof. Kamal Rohra *(Kamal Rohra)*



(Signature)

Principal

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Action Taken Report 2017-18

1. A comprehensive Green Audit of the College undertaken by students and teachers. The audit report will be released in the next academic year.
2. Entrepreneur Cell established, Mr. Ayaz Shaikh, alumnus (2015-16 batch) was sanctioned ₹50,000/- as startup fund by the Cell
3. State Level Workshop "NAAC-Revised Assessment & Accreditation Framework" conducted
4. Professional development workshops on 'MS Excel and Learning Management System' and "Turnaround Teachers" conducted
5. Facility Audit conducted as an online survey taken from the second year students
6. One free lecture per week incorporated in the time table of Second Year students to ensure maximum attendance for Yoga
7. Motivational talk for First Year and follow up talk for Second Year students conducted



S. S.
Principal
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