

17/8/2019

**The minutes of the IQAC meeting was held in the 5<sup>th</sup> floor Board Room, on 1<sup>st</sup> August 2019, at 2.00 p.m.**

The following members were present for the meeting.

Dr. V.V. Vaidya	Chairperson <i>V.V.</i>
Prof. Kamala Arunachalam	Dean of the College <i>Kamala</i>
Prof. Maleka Bootwala	(Co-ordinator) <i>MB</i>
Ms. Zainab Valikarimwala	Member <i>ZV</i>
Prof. Afroz Shattari	Member <i>AS</i>
Prof. Aqeela Qureshi	Member <i>AQ</i>
Dr. Juliet Miranda	Member <i>JM</i>
Prof. Parveen Shaikh	Member <i>PS</i>
Prof. Zamanat Syed	Member <i>ZS</i>
Dr. Sanchita Datta	Member
Prof. Kamal Rohra	Member

*V.V.*  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



- 1) Review of Principal's PPT, IQAC PPT, Compliance Report was done and approved
- 2) The flow of Peer Team Visit was discussed and approved.
- 3) Resolved that the following Future Plans must be implemented.
  - A. Introduction of B. A. in Psychology with 6 papers .
  - B. Experts from industry may be invited to educate students about up skilling.
  - C. Increased efforts to facilitate internship for students from conventional Degree programmes.
  - D. Faculty training for development of e content and establishment of recording facility.
  - E. To apply and undertake at least one major funded project.
  - F. Internet facility to be updated and campus be made Wi-Fi friendly.
  - G. Monetary Resource mobilization to enhance the corpus.
  - H. Strengthening of IQAC by active involvement of alumni and and experts from academic fields in IQAC for enhancement of the curriculum and experts from academic fields.
  - I. To expand the base number of students engaged in extension activities.

*2-17*  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



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

Place : Mira Road(E)  
Date : 17/8/2019

Chairperson IQAC  
(Dr. V.V. Vaidya)

Members  
Dr. Vikas Vaidya  
Prof. Kamala Arunachalam  
Prof. Maleka Bootwala  
Ms. Zainab Valikarimwala  
Prof. Afroz Shattari  
Prof. Aqeela Qureshi  
Dr. Juliet Miranda  
Prof. Parveen Shaikh  
Prof. Zamanat Syed  
Dr. Sanchita Datta  
Prof. Kamal Rohra

Signature

*V.V. Vaidya*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

Coordinator  
IQAC  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107

*V.V. Vaidya*

Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



23/9/19

**Minutes of the Steering Committee Meeting held on 20/9/19 in the IQAC office.**

1) It was resolved that the Post- accreditation analysis be done in 3-stages

Stage I- Criteria-wise meetings be held with the Teachers In-charge of a given Criteria with Steering Committee to discuss Peer Team observations and suggestions

Stage II- Teachers In-charge of a given Criteria to brainstorm and work out a plan for future course of action and then discuss with Steering committee

Stage III- Steering Committee places the Plan of Action drawn up by individual Criteria before IQAC for discussion and approval

Stage IV - Sharing the decisions with staff members

2) The following schedule was drawn up for Stage I, Criteria-wise Meetings

Day & Date	Time	Criterion
Wednesday, 25/9/19	10.15- 11.00am	III
	12.30 - 1.15pm	V
	1.15- 2.00pm	I
Thursday, 26/9/19	10.30- 11.15am	II
	11.30- 12.15pm	VII
	1.30- 2.15pm	IV
	2.15- 3.00pm	II

3) The meetings for Stage II between Criteria Teacher In-charges and Steering Committee will be held between 30/9/19 and 3/10/19 on completion of the Intra-Criterion discussions.

4) IQAC meeting is scheduled on 4/10/19.

5) Meeting with staff members to follow.

The following members were present:

- 1) Ms. Maleka Bootwala (IQAC, Co-ordinator)
- 2) Dr. Juliet Miranda (Member, Steering Committee)
- 3) Ms. Zamanat Syed (Member, Steering Committee)

  
**Principal**  
**ROYAL COLLEGE OF ARTS**  
**SCIENCE & COMMERCE**  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



  
Ms. Maleka Bootwala  
(IQAC Co-ordinator)  
**Coordinator**  
**IQAC**  
**ROYAL COLLEGE OF ARTS**  
**SCIENCE & COMMERCE,**  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107

3/10/19

Minutes of the meetings of Individual Criterion with Steering Committee held on 30/9/19, 11.30-1.45pm

### Criterion V

The Criterion Teachers In-charge (CTI) discussed each matrice in view of the observations and suggestions made by the Peer Team suggesting ways to enhance performance.

#### 5.1.1 & 5.1.2: Scholarships

The CTI identified the difficulty in obtaining income certificate (required to avail Government scholarships) as the main problem students faced in applying for government scholarships. This maybe largely because parents work in the unorganized sector

Suggestions of CTI:

- To appoint a Liaison Officer from administrative staff who will guide and help troubleshoot bottlenecks being faced in obtaining income certificate
- Assistance of Alumni Legal Cell can be explored
- Assistance of a specialised agency/NGO can be sought
- Mr. Farhaan Makba of the Microbiology Department is active in this social sphere and could give guidance
- Scholarship Cell to be formed which must have admin staff and teaching faculty for seamless interaction

It was also informed by the CTI that Institutional Scholarships SOPs are in place

#### 5.1.3 & 5.1.4: Capability Enhancement

Suggestions of CTI:

- Entry level test to gauge, learning and aptitude levels be held as per the following schedule:
  - ✓ On the day of the Induction Programme for First year Science and Arts students
  - ✓ After 1 month for Commerce students
  - ✓ Through the medium of Internal Exams for self-financed courses
- Coaching for competitive exams be explored in collaboration with cluster colleges (SN College has a coaching Institute)
- Continue with the stream/subject specific Career guidance and Counselling talks, for which assistance from Alumni Association can be sought

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



- Training and Placement cell must organize career guidance and Soft skills development Courses with professional agencies
- Language Lab to be installed with funding from Management. Alumni crowd-funding can also be explored. Manpower to run the programme could be from amongst current students under Earn-While-You-Learn initiative – funds for which could be sourced from Remedial lecture provisions of University

### 5.1.5 VET

Suggestions of CTI:

- Check feasibility of introduction of courses from National Skill development Programme, BSE, NCFM, AMFI, BSE. 2 major courses with maximum enrolment to be introduced.
- Bird study course could partner with BNHS as course enhancement.

### 5.1.6 Mechanism for Redressal:

Suggestions of CTI:

- SOPs for redressal mechanism be drawn up
- Process must be decentralized and made more transparent

### 5.2.1 Placements

Suggestions of CTI:

- Placements could be enhanced with assistance from Alumni e.g. Having a multiuser Blog by Alumni with Alumni data, placement opportunities, new courses, etc.
- Placement Committee must keep the following evidences – Appointment Letter with Package, Year of passing & stream with contact details of student, Details of employer

### 5.2.2 Progression to Higher Education &

### 5.2.3 Alumni appearing and Qualifying for Competitive exams

Suggestions of CTI:

- Individual departments to maintain database of passing out students and alumni about Higher study courses enrollment, clearing of competitive exams, achievements and new qualifications acquired by alumni
- Information can also be sourced from Alumni Multiuser blog
- Office to source data from applications for Transcripts

Principal  
 ROYAL COLLEGE OF ARTS  
 SCIENCE & COMMERCE  
 Penkar Pada, Mira Road,  
 Dist. Thane, Pin- 401107.



### 5.3.1 Awards for Sports and Cultural events

Suggestions of CTI:

- Strengthen ongoing sporting activities like Taekwondo, Yoga and Basketball
- Sports Committee to explore training and participation

### 5.3.2 Representation of students on academic and Administrative bodies

Suggestions of CTI:

- Student participation in IQAC, Library committee, Students Council, Sports Committee and Gyan Manthan to be continued and enhanced by more active roles being assigned to them will ensure inclusive management.
- Student council and Sports Committee meeting minutes to be recorded

### 5.4.1 Alumni Engagement ,

### 5.4.2 Alumni contribution &

### 5.4.3 Number of Meetings

Suggestions of CTI:

- Activities of the Alumni Association to be continued and enhanced under the guidance of College Dean, Ms. Kamala Arunachalam

The following members were present:

1) Ms. Maleka Bootwala (IQAC Co-Ordinator)



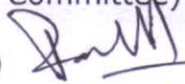
2) Dr. Juliet Miranda (Member, Steering Committee)



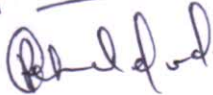
3) Ms. Zamanat Syed (Member, Steering Committee)



4) Mr. Ravindranath (Member, Criteria V)



5) Ms. Renu Khandelwal (Member, Criteria V)



6) C.A. Kamal Rohra (Member, Criteria V)



7) Ms. Rita Duraipandi (Member, Criteria V)



Ms. Maleka Bootwala  
( IQAC Co-ordinator)

Coordinator  
IQAC

ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



Minutes of the meetings of Individual Criterion with Steering Committee held on 30/9/19, 2.15-4.00pm

## **Criterion VII**

The Criterion Teachers In-charge (CTI) discussed each matrice in view of the observations and suggestions made by the Peer Team suggesting ways to enhance performance.

### **7.1.1: Gender Equity promotion programmes**

Suggestions of CTI:

- WDC must organize activities for boys and also have awareness talks about issues faced by LGBTQI communities.
- Women empowerment activities like Taekwondo, Commando Training and other WDC activities to continue

### **7.1.2: Institution shows Gender sensitivity in providing facilities like Safety & Security, Common Room, Counselling**

Suggestions of CTI:

- Boys rest Corner to be demarcated and equipped in the Boys Gymkhana
- Facilities for Counselling, safety & Security and Common Room to be continued.

### **7.1.3: Alternate Energy Initiatives**

Suggestions of CTI:

- Solar Energy alternative must be explored and is being looked into by the management

### **7.1.4: Percentage of Annual lighting power requirements met through LED bulbs**

Suggestions of CTI:

- All forthcoming replacements of lights is to be done with LEDs

### **7.1.5: Waste Management**

Suggestions of CTI:

- Good initiatives like Green Audit, Solid Waste and e-waste management to be continued and strengthened





- Good initiatives like Green Audit, Solid Waste and e-waste management to be continued and strengthened
- Possibility of Liquid waste management to be explored

#### **7.1.6: Rain-water Harvesting structure and utilization on campus**

Suggestions of CTI:

- The facility is already functional, capacity enhancement can be explored

#### **7.1.7: Green Practices – Green transport, plastic free campus, paperless office, green spaces**

Suggestions of CTI:

- Administration to suggest initiatives on how to achieve a Paperless office
- College is otherwise very strong in its Green practices

#### **7.1.8: Average percentage expenditure on Green initiatives and Waste Management**

Suggestions of CTI:

- CDC & CBT to draw up budget
- Administrative office to share details annually

#### **7.1.9: Facilities for Divyangjan**

Suggestions of CTI:

- 5 out of the 7 listed facilities are in place
- Points lost due to data misinterpretation

#### **7.1.10: Initiatives to address locational advantages and disadvantages**

Suggestions of CTI:

- No initiative to be repeated in the list for the succeeding years

#### **7.1.11: Initiatives taken to engage with and contribute to local Community**

Suggestions of CTI:

- Activities in the adopted area to be undertaken Class-wise and points counted for deciding Best Class
- Awareness Talks for Housing Societies in the Neighbourhood

Principal  
**ROYAL COLLEGE OF ARTS  
 SCIENCE & COMMERCE**  
 Penkar Pada, Mira Road,  
 Dist. Thane, Pin- 401107.



**7.1.12: Code of Conduct exists for students, teachers, governing body, administration, including Principal/Officials and support staff**

Suggestions of CTI:

- Code of Conduct book needs to be expanded to include Governing body, Administration, Principal and Officials

**7.1.13: Display of core Values in the Institution and Website**

Suggestions of CTI:

- Full compliance, no suggestions

**7.1.14: Activities to increase consciousness about national identities and symbols**

Suggestions of CTI:

- Adequate initiatives undertaken by Faculty of Humanities, NSS and Day Celebration Committee

**7.1.15: Course on Human Values and Professional Ethics:**

Suggestions of CTI:

- Talk on plagiarism for all classes
- Talk on professional ethics for teaching and Non-teaching staff
- Present initiatives to continue

**7.1.16: Institution functioning as per professional code prescribed by statutory/ regulatory body**

Suggestions of CTI:

- Full compliance, no suggestions

**7.1.17: Number of activities conducted for Universal values, National values , Human values, etc**

**7.1.18: Institution organizes National Festivals, Birth/Death anniversary of great Indian personalities**

Suggestions of CTI:

- No suggestions -adequate initiatives undertaken by all Departments, NSS, NCC and Students Council

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



**7.1.19: Institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

Suggestions of CTI:

- Adequate compliance, no suggestions

**7.2: Best Practices**

Suggestions of CTI:





- Preferably different best practices be taken up each year


**7.3: Institutional distinctiveness**

Suggestions of CTI:

- Unique and distinctive activities pertaining to environment, empowerment of girls, day celebration that reflect the mission, vision and goals of the institution to be included

The following members were present:

- 1) Ms. Maleka Bootwala (IQAC Co-ordinator) 
- 2) Dr. Juliet Miranda (Member, Steering Committee & Criteria VII) 
- 3) Ms. Zamanat Syed (Member, Steering Committee) 
- 4) Dr. Nandini (Member, Criteria VII) 
- 5) Ms. Pooja Fernandes (Member, Criteria VII)

  
Ms. Maleka Bootwala  
( IQAC Co-ordinator)

Coordinator  
IQAC

ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane, Pin: 401107

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.

Minutes of the meetings of Individual Criterion with Steering Committee held  
1/10/19, 11.30-1.15pm

### Criterion III

The Criterion Teachers In-charge (CTI) discussed each matrice in view of the observations and suggestions made by the Peer Team, suggesting ways to enhance performance and collate data in a structured manner.

#### 3.1: Grants for Research projects

CTI suggestions:

- Individual Teacher accountability for research output
- Duty Leave to be granted for presentations and conferences ( single teacher and small departments face problems particularly)
- Non-teaching staff assistance to be made available, contingency for them could be considered

#### 3.2.1: Innovation Ecosystem and other initiatives for creation and transfer of knowledge

CTI suggestions:

- Employability and career guidance workshops to be organized department-wise/faculty-wise
- IPR workshops to be organized department-wise/faculty-wise
- Entrepreneurship cell exhibition to be organized to expand database
- Talk to promote entrepreneurship to be organized
- More participation in University level Research competition
- Publish student Research projects in In-house research journal Sanshodana. Full-length paper with abstract to be submitted by Feb and journal to be printed in May

**3.2.2:** Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry Academia Innovative practices during the last five years

CTI suggestions:

- Seminar on IPR for Teachers
- Patrons to be included in organisers
- To be organized in collaboration with other relevant institutions/departments

Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



- PG students be allowed to attend
- Talk on IPR for students
- Publication of Conference proceedings to include only selected papers)

### **3.3.1: Code of Ethic for Plagiarism and Research**

CTI suggestions:

- Talk on Plagiarism and ethics in research to be organized for ALP students

### **3.3.2: Incentives to Teachers**

- In-service Ph.Ds and teachers winning recognition/award to be given due recognition. Information to be conveyed to IQAC & PPC through HoD

### **3.3.4: Number of research papers per teacher in UGC certified journals**

CTI suggestions:

- Focus on 1 paper publication per teacher per year
- 1 paper presentation per teacher per year

### **3.3.5: Number of books/chapters/conference proceedings**

CTI suggestions:

- Collective efforts to enhance output

### **3.4.1: Extension Activities with Neighbourhood:**

CTI suggestions:

- Only activities with GOs and registered NGOs to be undertaken
- Variety of activities to be undertaken so as to involve all students
- No duplication with NSS activities

### **3.4.2: Number of Awards & Recognitions received for Extension activities**

CTI suggestions:

- The extension activities have received good number of recognition and awards , the momentum of work must be maintained

### **3.4.3: Number of activities with Industry, GOs and NGOs**

CTI suggestions:

- Large number of activities are undertaken with GOs and NGOs and must be continued.

Principal  
**ROYAL COLLEGE OF ARTS  
 SCIENCE & COMMERCE**  
 Penkar Pada, Mira Road,  
 Dist. Thane, Pin- 401107.



### 3.4.4: Number of students participating in extension activities:

CTI suggestions:

- Each class must take up an activity in the adopted area so as to involve all students


### 3.5.1: Number of linkages for faculty exchange, student exchange, field visits, research, training, internship

CTI suggestions:

- Industrial visits to be organized for more than 1 day
- Arts faculty Internships to have completion certificates
- Opportunities for exchange of faculty to be explored by CTI

The following members were present:

- 1) Ms. Maleka Bootwala (IQAC Co-Ordinator) 
- 2) Dr. Juliet Miranda (Member, Steering Committee) 
- 3) Ms. Zamanat Syed (Member, Steering Committee) 
- 3) Dr. Chitralekha (Member, Criteria III)
- 4) Dr. Sanchita Datta (Member, Criteria III)
- 5) Ms. Ravishri Mishra (Member, Criteria III) 
- 6) Ms. Tullika Sinha (Member, Criteria III) 

  
Ms. Maleka Bootwala  
(IQAC, Co-Ordinator)  
Coordinator  
IQAC

1/10/19, 2.50- 4.15pm - Criterion I

ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Mankapur, Mira Road,  
Dist. Thane - 401107

The Criterion Teachers In-charge (CTI) discussed each matrice in view of the observations and suggestions made by the Peer Team, suggesting ways to enhance performance and collate data in a structured manner.

### 1.1: Effective Curriculum Delivery through a well-planned and documented process

CTI suggestions:

- Logbook to include details of all methods used for curriculum delivery
- Website to include Academic Calendar ( uploaded by 30/6, Time-Table, Syllabus, Exam schedule

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



### **1.1.2: Number of Certificate/ Diploma Courses introduced**

CTI suggestions:

- Courses to be designed for minimum 30 hours
- A BoS must be constituted to draft syllabi/course content, methods of curriculum delivery, evaluation method, etc
- Proposal to be approved by IQAC and CDC
- Further clarification on the above must be sought from experts (CTI will do the needful)

### **1.1.3: Number of Teachers on various bodies of University/ Autonomous Colleges/Other Colleges**

CTI suggestions:

- CTI to seek expert advice to address this matrix better

### **1.2.1: Percentage of new courses introduced**

CTI suggestions:

- The pace of introduction has been satisfactory and must be maintained

### **1.2.2: Percentage of programmes in which CBCS/ Elective system has been implemented**

CTI suggestions:

- Consent form for electives must be filled every year by students for courses where electives exist

### **1.2.3: Percentage of students enrolled in subject related Add-On/ Certificate/Diploma Courses**

CTI suggestions:

- The course content, fee structure, details of curriculum delivery hours, Time-table of evaluation, gradesheet etc must be maintained for each course

### **1.3.1: Integration of Cross-cutting issues into curriculum**

CTI suggestions:

- All departments to design curriculum related activities with respect to gender sensitisation, environment and sustainability, values and professional ethics

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



- All records for the same to be well maintained and also to be mentioned in logbook

### 1.3.2: Number of value- added courses imparting transferable/life skills

CTI suggestions:

- Suggested courses yoga, disaster management, UPSC training, Commando training, preparatory course for JAM, Bridge courses, language courses, counselling

### 1.3.3: Number of students undertaking field projects/internships

CTI suggestions:

- all departments sending students for field trips/ internships must ensure that students submit a completion certificate

### 1.4.1: Structured feedback on syllabi:

CTI suggestions:


- Process is in place for students, teachers , alumni and parents
- Process for obtaining feedback from employers to be explored


### 1.4.2: Feedback processes

CTI suggestions:

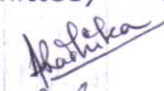
- Feedback collected must be analysed and Action Taken Report (ATR) submitted


The following members were present:

1) Ms. Maleka Bootwala (IQAC Co-Ordinator) 


2) Dr. Juliet Miranda (Member, Steering Committee) 

3) Ms Zamanat Syed (Member, Steering Committee) 

4) Ms. Radhika D'Souza (Member, Criteria III) 

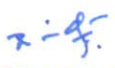
5) Ms. Parveen Shaikh (Member, Criteria III) 

6) Ms. Ritika Lala (Member, Criteria III) 

  
Ms. Maleka Bootwala  
(IQAC Co-Ordinator)

**Coördinator**  
**IQAC**

**ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,**  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107

  
**Principal**  
**ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE**  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.





3/10/19

Minutes of the meetings of Individual Criterion with Steering Committee held on 3/10/19, 11.30-1.15pm

## **Criterion II**

The Criterion Teachers In-charge (CTI) discussed each matrice in view of the observations and suggestions made by the Peer Team, suggesting ways to enhance performance and collate data in a structured manner .

### **2.1.1: Students from other States**

### **2.1.2: Enrolment at entry level**

### **2.1.3: Seats filled against reserved category**

### **2.2.2: Student-Teacher Ratio**

### **2.2.3.1: Number of differently abled**

### **2.4.1: Full time ratio of Teaching Staff**

### **2.4.2: Teachers with Ph.D**

### **2.4.3: Average Teaching Experience**

### **2.4.5: Teachers from other States**

### **2.6.3: Average Pass Percentage**

CTI suggestions:

- Administrative office will collect and forward data with evidence wherever applicable (LC/TC,etc for 2.1.1) annually

### **2.3.2: Use of ICT**

CTI suggestions:

- Organise a e-content development workshop for teachers
- Upload PPTs and other content on Library server for easy access through LAN during lectures
- E-books sharing with students through Google groups
- Academis content sharing through Google Drive
- Tutorials and periodic tests to be conducted using Google Docs

### **2.3.3: Student-Mentor Ratio:**

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



CTI suggestions:

- Strengthen mentorship programme through in-house training (Star mentors-Ms. Rita & Ms. Momina to share tips)

#### **2.4.4: Awards and Recognitions won by Teachers**

CTI suggestions:

- CTI will explore which awards teachers can apply for , and process of application and hold a seminar for the same

#### **2.2.1: Remedial & Advanced learner programmes**

CTI suggestions:


- Entry level general test for Arts and Science students to be conducted on day of induction.
- Subject specific test to be conducted as after 1 month as Internal assessment. Portion to be minuted by the department. Record of marks, copy of notice, attendance and question paper to be maintained by the department.
- Commerce and self-financed courses to conduct subject specific test (only) , after a month of teaching-learning
- Remedial programme for all classes to continue as before with proper maintenance of records
- Advanced Learner programmes could be department specific like student research projects , publishing newsletters, Higher Order Thinking Skills (HOTS) assignments

#### **2.3.1: Teaching-Learning Methods:**

CTI suggestions:

- Record of all Teaching-learning methods should be mentioned in individual teacher's Logbook
- Methods used in Practicals also to be mentioned in the Logbook

#### **2.3.4: Innovative Teaching Methods**

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



CTI suggestions:

- In-house training on Micro-teaching by ms. ravishri 2 Ms. Momia of the Humanities faculty
- Question on innovative teaching methods used and effectiveness to be included in Teacher assessment Questionnaire (TAQ)

### **2.5.1: Reforms in CIE**

### **2.5.2: Transparency and robustness of CIE**

CTI suggestions:

- Data and Records to be taken from 2.2.1

### **2.5.3: Exam Related Grievances**

CTI suggestions:

- The following practices must continue
  - ✓ Examination, Revaluation, Gracing, ATKT Rules to be displayed on the Notice board. Guardian Teachers to inform students of the same.
  - ✓ Exam Committee report on Unfair Means cases to be submitted to Principal for further process and action
  - ✓ Grievance Box to be placed outside Exam Committee room
  - ✓ Rules of examination to be displayed on first page of answer-sheet
- Paper-setters to submit form similar to University Control Room duty form
- Question on the process of examinations to be included in Exit Questionnaire

### **2.5.4: Adherence of CIE to Academic Calendar**

CTI suggestions:


- Academic Calendar must be prepared and submitted by IQAC to CDC by 30/4
- Academic calendar passed by CDC to be endorsed by PPC in June meeting and must be uploaded on Website by 30/6

### **2.6.1: Communication of POs & COs**

CTI suggestions:

- Individual teachers to communicate POs & COs
- Department to ensure changes on Website in case of change of Syllabi by July of that AY

### **2.6.2: Attainment of POs & COs**

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.

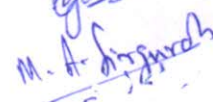


- All departments to conduct attainment evaluation and submit data in Annual Department Report
- Result Analysis for courses taught by a teacher must be shown in Logbook

The following members were present:

- 1) Ms. Maleka Bootwala (IQAC Co-ordinator)
- 2) Dr. Juliet Miranda (Member, Steering Committee)
- 3) Ms. Zamanat Syed (Member, Steering Committee)
- 4) Ms Vilasini Gaode ( Member, Criteria II)
- 5) Ms. Momina Sirguroh (Member, Criteria II)
- 6) Dr. Gunwanti Negi (Member, Criteria II)




### 3/10/19 1.45-2.45pm Criterion IV

The Criterion Teachers In-charge (CTI) discussed each matrice in view of the observations and suggestions made by the Peer Team, suggesting ways to enhance performance and collate data in a structured manner.

#### 4.1.1: Facilities for Teaching-Learning

CTI suggestions:

- Research Centre facilities to be enhanced with funding from MRPs and other Research grants
- Recording facility to be installed
- Introduction/enhancement of other facilities to be checked out by CTI and discussed with IQAC

#### 4.1.2: Facilities for Sports and Cultural events

CTI suggestions:

- Outdoor gym is being established

Principal  
**ROYAL COLLEGE OF ARTS  
 SCIENCE & COMMERCE**  
 Penkar Pada, Mira Road,  
 Dist. Thane, Pin- 401107.



### **4.1.3: Percentage of Classrooms with ICT and smart Classrooms**

CTI suggestions:

- 4 more classrooms to be ICT enabled
- Sound system in all ICT enabled rooms to facilitate AV presentations
- 2-3 Digital Tablets to be acquired

### **4.1.4: Budget allocation for infrastructure**

- Will be discussed and informed by CBT & CDC

### **4.2.1: Automation of library**

- Library is fully automated , no suggestions

### **4.2.2: Rare books, Knowledge museum**

CTI suggestions:

- Knowledge Museum to be enhanced with contributions from Teachers and Alumni

### **4.2.3: Does the institution have Inflibnet, Shodhganga, e-books, etc**

CTI suggestions:

- Encourage more usage of resources by students and teachers

### **4.2.4: Average annual expenditure on purchase of books/journals**

CTI suggestions:

- Opt out

### **4.2.5: Remote Access**

CTI suggestions:

- Presently available from 8am to 6pm, to be upgraded to 24X7

### **4.2.6: Percentage of Teachers and students using Library**

CTI suggestions:

- To be maintained

### **4.3.1: IT facilities and WiFi enabled campus**

*2-4*  
**Principal**  
**ROYAL COLLEGE OF ARTS**  
**SCIENCE & COMMERCE**  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



- Mass SMS facility for attendance/defaulters updates
- Biometric attendance for students

#### 4.3.2: student-Computer ratio

CTI suggestions:

- To be maintained

#### 4.4.1: Average expenditure on maintenance and Academic Support Facilities

CTI suggestions:


- To be maintained

#### 4.4.2: Establish systems and procedures for maintenance

CTI suggestions:


- SOPs to be framed


The following members were present:

1) Ms. Maleka Bootwala (IQAC Co-ordinator) 

2) Dr. Juliet Miranda (Member, Steering Committee) 

3) Ms. Zamanat Syed (Member, Steering Committee) 

4) Dr. Aqeela Sattar ( Member, Criteria IV) 

5) Ms. Rugma Nair (Member, Criteria IV) 

6) Ms. Shivangi Tripathi (Member, Criteria IV)

*P-4*  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



  
Ms. Maleka Bootwala  
(IQAC Co-ordinator)

Coordinator  
IQAC  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107

Minutes of the meetings of Individual Criterion with Steering Committee held on 3/10/19, 3.30-5.00pm

### **Criterion VI**

#### **6.1.1 The governance of the institution is in tune with the Mission – Vision of the Institution**

CTI Suggestions:

- The College Board of Trustees (CBT), the chief governing body is headed by the Founder Principal of the Institution, hence all decisions of the governing body and day to day execution are in sync with the Mission –Vision

#### **6.1.2 Institution practices decentralization and participative management:**

CTI Suggestions: —

#### **6.2.1 Strategic Planning and deployment documents are available in the institution**

Yes, No CTI Suggestions

#### **6.2.2 Organisational structure of the Institution**

Well laid out hierarchy, No CTI Suggestions

#### **6.2.3 Implementation of e-governance**

CTI Suggestions:

- All 5 areas indicated in the SSR are e-governed. However the institution should extend e-governance to other day to day functions like department/committees data generation, storage and sharing, attendance records and follow-up

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



**6.2.4: Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

Records properly maintained, no CTI Suggestions

**6.3.1: The institution has effective welfare measures for teaching and non-teaching staff**

Relevant, need-based and effective welfare measures are conducted and must be continued. No CTI suggestions

**6.3.2: Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

CTI suggestions:

- All teachers to be given financial support for at least 1 conference/workshop per year

**6.3.3: Average number of professional development /administrative training programs organized by**

CTI suggestion:

- In addition to general training programmes like e-content development, IPR, etc , teachers must avail of course specific professional development programmes
- Training programmes for administrative staff/library staff/ laboratory staff/ class IV employees to be organized. Also they must be encouraged to attend programmes organised in other institutions

**6.3.4: Average percentage of teachers attending professional development programs viz., Orientation, Refresher, short term and Faculty Development Programmes**

CTI identified that the reason for limited participation is because of small departments unable to relieve teachers without affecting academic schedule of students, and suggested that teachers avail of online courses and programmes scheduled during vacation

**6.3.5 Institution has performance appraisal for Teaching and non-teaching staff**

CTI suggestions:

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.





- Teaching Assessment Questionnaire used performance appraisal of teachers by students to be analysed statistically
- Laboratory staff performance appraisal to be made quantitative and analysed
- Non-teaching Performance appraisal questionnaires to be designed and analysed
- Structured Action taken report for all

#### **6.4.1 Institution conducts internal and external financial audits regularly**

Regular compliance, No CTI suggestions

#### **6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists**

CTI suggestions:

- Data was misrepresented and hence not accepted. The administration to rectify representation of data in consultation with experts.

#### **6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

CTI suggestions:

- Committee for resource mobilization to be constituted

#### **6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies**

CTI suggestions:

- IQAC to do a thorough SWOC analysis and develop strategies for overcoming weaknesses and challenges
- To draw up a time-bound plan to achieve these goals
- Enhance strengths and draw up a blueprint to maximize opportunities

#### **6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

CTI suggestions:

- IQAC to lay emphasis and monitor implementation of more
  - ✓ participative teaching-learning strategies
  - ✓ e-learning methodologies

Principal  
 ROYAL COLLEGE OF ARTS  
 SCIENCE & COMMERCE  
 Penkar Pada, Mira Road,  
 Dist. Thane, Pin- 401107.



- ✓ structured mapping of learning outcomes

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

CTI suggestions: IQAC to focus on setting and promoting quality enhancement benchmarks as suggested in the various matrices

### 6.5.4: Quality assurance initiatives of the institution include AQAR submission/Administrative and Academic Audit/ISO/NIRF/NBA

CTI suggestions:

- Timely submission of AQAR to be continued
- ISO certification to be explored
- Participate in University Academic and administrative Audit

### 6.5.5: Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

CTI suggestions:

- Incremental changes will follow sustained quality enhancement efforts

The following teachers were present:

- 1) Ms. Maleka Bootwala (IQAC Co-ordinator and Member, Criteria VI)
- 2) Dr. Juliet Miranda ( Member, IQAC Steering Committee)
- 3) Ms. Zamanat Syed (Member, IQAC Steering Committee)
- 4) Mr. Farhaan Makba (Member, Criteria VI)
- 5) Mr. Abdul Kayum Chaudhary (Member, Criteria VI)

Ms. Maleka Bootwala  
(IQAC Co-ordinator)

Coordinator  
IQAC

ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107

Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



### Minutes of the IQAC meeting held on Friday, 4/10/19

The suggestions of the Criteria Teachers In-charge (CTI) based on observations and suggestions of the Peer team were taken up for discussion.

#### Criteria III:

1. Resolved that, Research culture among faculty needs to be strengthened, the following actions need to be initiated:
  - a) Individual Teacher accountability for research output- Focus on 1 paper publication per teacher per year and 1 paper presentation per teacher per year
  - b) Duty Leave to be granted for teachers presenting at Seminars/ Conferences (special adjustments to be made for single teacher and small departments)
  - c) Non-teaching (laboratory) staff assistance to be made available, contingency for them could be considered
  - d) Research committee , headed by Principal to take charge of applying and procuring research grants
  
2. The Members accepted the following suggestions of the CTI to enhance the existing Innovative ecosystem:
  - a) Employability and career guidance workshops to be organized department-wise/faculty-wise
  - b) IPR workshops to be organized department-wise/faculty-wise
  - c) Entrepreneurship cell exhibition to be organized to expand database
  - d) Talk to promote entrepreneurship to be organized
  - e) More participation in University level Research competition
  - f) Publish student Research projects in In-house research journal Sanshodana. Full-length paper with abstract to be submitted by Feb and journal to be printed in May
  
3. Resolved that workshops/seminars be conducted on Intellectual Property Rights (IPR) for teachers in collaboration with other relevant institutions/agencies, Patrons to be included on advisory board and conference proceedings of only selected papers to be published. Talks on IPR for students to be organized to increase awareness.

*Handwritten initials: P.S.*  
**Principal**  
**ROYAL COLLEGE OF ARTS**  
**SCIENCE & COMMERCE**  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



4. The CTI suggestion of conducting talks on plagiarism for advanced Learner Programme students and for other students taking up research projects was accepted.
5. Resolved that teachers acquiring Ph.D while in-service must be felicitated during the AGM, as also teachers winning awards and recognitions.
6. The members were appreciative of the extension work undertaken but suggested that more students be involved by each class taking up an activity in the adopted area.
7. Opportunities for exchange of faculty to be explored by CTI

### Criteria I:

8. Members observed that the Logbook should be maintained as a well-documented evidence of the curriculum delivery methods by individual teachers, HoDs to ensure the needful is done.
9. Resolved that the Academic calendar must be uploaded on the website by 30/6 after approval by the PPC.
10. It was decided that all Certificate/ Diploma Courses be designed for a minimum 30 hours. A BoS must be constituted to draft syllabi/course content, methods of curriculum delivery, evaluation method, etc. The proposal for the said course must be approved by IQAC and CDC.
11. To ensure a more holistic education, it was resolved that all departments design curriculum related activities with respect to gender sensitisation, environment and sustainability, values and professional ethics wherever relevant and possible.
12. The members approved the continuation of the following value-added courses - yoga, disaster management, UPSC training, Commando training, preparatory course for JAM, Bridge courses, language courses, counselling
13. Members expressed satisfaction at the effectiveness of the newly introduced Online feedback mechanisms and mandated that the Action

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



Taken report be compulsorily prepared for all feedbacks. It was also suggested that the feedback be obtained on the following

- ✓ effectiveness of innovative teaching methods used by a teacher through TAQ
- ✓ efficiency of the examination process and grievance redressal through Exit Questionnaire.

**Criteria V:**

14. Members resolved that the following urgent initiatives need to be taken to ensure our economically backward students avail maximum benefit from government scholarships
  - ✓ Assistance of a specialised agency/NGO can be sought. Mr. Farhaan Makba of the Microbiology Department is active in this social sphere and could give guidance
  - ✓ Scholarship Cell to be formed which must have admin staff and teaching faculty for seamless interaction
  - ✓ Assistance of Alumni Legal Cell can be explored to help troubleshoot bottlenecks being faced in obtaining income certificate that is a pre-requisite for the application process.
15. Resolved that entry level test to gauge, learning and aptitude levels be held as per the schedule proposed by the CTI.
16. The members resolved that, the Training and Placement cell must organize career guidance and Soft skills Development Courses with professional agencies to make our students more job ready
17. The members accepted the CTI suggestion for introduction of VET courses with agencies like National Skill development Programme, BSE, etc
18. Resolved that, SOPs for student redressal mechanisms be drawn up to make the process more structured and transparent
19. Members noted that number of Placements continues to be low and should be enhanced with assistance from Alumni e.g. maintaining a multiuser Blog by Alumni with Alumni data, placement opportunities, new courses, etc.
20. Members encouraged greater engagement of students in IQAC, Library committee, Students Council, Sports Committee and Gyan Manthan
21. The members expressed satisfaction at the registration of the Alumni Association. Ms. Kamala Arunachalam, Dean of the College graciously

*S. S.*  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



volunteered to guide the fledgling Alumni Association.

The following members were present:

The following members were present:

- 1) Dr. Vikas Vaidya (Chairperson) *zif*
- 2) Ms. Kamala Arunachalam (Dean) *Kamala*
- 3) Ms. Maleka Bootwala (IQAC Co-ordinator) *MA*
- 4) Ms. Zainab Valikarimwala (Member) *Zainab*
- 5) Ms. Afroz Shattari (Member) *Afroz*
- 6) Dr. Aqeela Qureshi (Member) *Aqeela*
- 7) Dr. Juliet Miranda (Member) *Juliet*
- 8) Ms. Parveen Shaikh (Member) *P.S*
- 9) Ms. Zamanat Syed (Member) *Zamanat*
- 10) Dr. Sanchita Datta (Member)
- 11) Mr. Kamal Rohra (Member) *Kamal*
- 12) Ms. Anita Dareshwar (Member) *Anita*



Ms. Maleka Bootwala

(IQAC Co-Ordinator)

Coordinator  
IQAC

ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107

*zif*  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane. Pin- 401107



## Minutes of the IQAC meeting held on Monday, 7/10/19

The suggestions of the Criteria Teachers In-charge (CTI) based on observations and suggestions of the Peer team were taken up for discussion.

### Criteria II:

- 1) Resolved that the following initiatives suggested by the CTI be implemented to enhance the use of ICT in the Teaching-Learning process.
  - ✓ Organise a e-content development workshop for teachers
  - ✓ Upload PPTs and other content on Library server for easy access through LAN during lectures
  - ✓ E-books sharing with students through Google groups
  - ✓ Academic content sharing through Google Drive
  - ✓ Tutorials and periodic tests to be conducted using Google Docs
- 2) Members suggested that the rich in-house resources be used for Faculty training and upgradation
  - Mentorship-Ms. Rita, Ms. Momina & Mr. Farhaan Makba
  - Micro-Teaching – Ms Ravishri & Ms. Momina
- 3) Resolved that in addition to the general entry level test on induction day to identify learning and aptitude levels for Science and Arts students, a subject specific test be also conducted after 1 month.
- 4) Members expressed satisfaction with the Remedial programme, and suggested it continue for all classes as before
- 5) Advanced Learner programmes should be course/subject specific like student research projects , publishing newsletters, Higher Order Thinking Skills (HOTS) assignments
- 6) It was resolved that teaching methods used in Practicals also to be recorded in the Logbook just like is being done for theory
- 7) Resolved that all departments conduct assessment of CO attainment and submit data in Annual Department Report. Also Result Analysis for courses taught by a teacher must be shown in Logbook.

*P. D.*  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



#### Criteria IV

- 8) Resolved to enhance Research Centre with funding from MRPs and other Research grants
- 9) The members resolved that for the following infrastructural/facility enhancements need to be done in a phased manner
  - ✓ full-fledged Recording facility for development of e-content
  - ✓ Work towards Wifi enabled campus in the next 2-3 year
  - ✓ Mass SMS facility for attendance/defaulters updates
  - ✓ Biometric attendance for students
  - ✓ remote access to library facilities be made 24X7

#### Criteria VI

- 10) Resolved that e-governance be extended to other day to day functions like department/committees data generation, storage and sharing, attendance records and follow-up
- 11) Resolved that all teachers be given financial support for at least 1 conference/workshop per year
- 12) Resolved that the following training programmes must be conducted for professional development of all cadres
  - ✓ e-content development, IPR for teachers and other course specific professional development programmes organized by other institutions/agencies
  - ✓ Training programmes for administrative staff/library staff/ laboratory staff/ class IV employees to be organized. Also they must be encouraged to attend programmes organised in other institutions
- 13) Resolved that statistical analysis of feedback must be done and action taken report be made wherever applicable
- 14) Resolved that Laboratory staff performance appraisal be done quantitatively and analysed. Other Non-teaching Performance appraisal questionnaires to be designed and analysed
- 15) Resolved to strengthen IQAC functioning through:
  - ✓ Independent SWOC analysis to develop strategies for overcoming weaknesses and challenges
  - ✓ Enhance strengths and draw up a blueprint to maximize opportunities

*2-2/*  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.





✓ Draw up a time-bound plan to achieve these goals

16) Resolved that the IQAC would lay more emphasis and periodically monitor implementation of :

- ✓ participative teaching-learning strategies
- ✓ e-learning methodologies
- ✓ structured mapping of learning outcomes

17) Resolved that the Institution must go in for University Academic and administrative audit and ISO certification to be explored.

### Criteria VII

18) Resolved that WDC must organize activities for boys, and a rest corner in the gymkhana be demarcated for them. WDC to also organise awareness talks about issues faced by LGBTQI communities.

19) It was decided that the Administration be informed to suggest strategies to achieve paperless office goal in the next 3years

20) Resolved that the Code of Conduct book must be expanded to include Governing body, Administration, Principal and Officials

21) It was resolved that to encourage ethical practices a talk on plagiarism for all students must be organized. Also organization of Talk on professional ethics for teaching and Non-teaching staff.

The following members were present:

- 1) Dr. Vikas Vaidya (Chairperson) *z-g*
- 2) Ms. Kamala Arunachalam (Dean) *Kamala*
- 3) Ms. Maleka Bootwala (IQAC Co-ordinator) *MB*
- 4) Ms. Zainab Valikarimwala (Member) *ZV*
- 5) Ms. Afroz Shattari (Member) *AS*
- 6) Dr. Aqeela Qureshi (Member) *AQ*
- 7) Dr. Juliet Miranda (Member) *JM*
- 8) Ms. Parveen Shaikh (Member) *PS*
- 9) Ms. Zamanat Syed (Member) *ZS*
- 10) Dr. Sanchita Datta (Member) *SD*
- 11) Mr. Kamal Rohra (Member) *KR*
- 12) Ms. Anita Dareshwar (Member) *AD*

*MB*  
Ms. Maleka Bootwala  
(IQAC Co-Ordinator)

Coordinator  
IQAC

ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107

*z-g*  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.



## Action Taken Report

IQAC steering committee meeting with Teachers In-charges of Criteria V & VII  
on 30/09/19

- Committee consisting of 4 staff members constituted to guide and help students in availing Government scholarships
- A Legal Cell consisting of alumni was founded to provide free legal assistance / advice to students in need
- WDC must organize activities for boys and awareness talks related to LGBT issues

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.

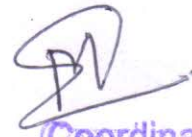


## Action Taken Report

IQAC meeting with Teachers on 1/08/19

- Principal's PPT and IQAC PPT for Peer team visit were finalized.
- Compliance report and flow of Peer team through various departments and facilities during visit to the college on 8<sup>th</sup> and 9<sup>th</sup> August 2019 were reviewed
- Future plan for the next academic year was drawn and minuted

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.




Coordinator  
IQAC  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane, Pin: 401107



## Action Taken Report

IQAC steering committee meeting with Teacher In-charges of Criteria I and III on 11/10/19

- Duty Leave granted to teachers for presentations and conferences
- IPR workshops organized on 18/12/2020 and 28/2/2020
- Research project titled 'Lodging preference among tourists in UAE with special reference to OYO; undertaken in collaboration with Multistar Electronics L.L.E by Dr. Sanchita Datta
- A book titled 'Laboratory Experiments in Chemistry' (ISBN 978-81-942249-2-1) was authored by Dr. Juliet Miranda
- The College facilitated organization of Zone-III (Thane and Navi Mumbai) Research Convention of University of Mumbai by providing infrastructure and manpower, on Saturday, 21st December, 2019. Twenty-nine colleges from Zone III participated with total of 306 projects from various categories were registered. *Our college contributed 20 projects*
- Annual Research Meet of the college on 28th February, 2020 witnessed participation of 87 students from all four faculties contributing to 33 research projects.
- Certificate courses of duration less than 30 hours were enhanced to include minimum 30 hours
- It was ensured that all students completing internships submit completion certificates

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.

  
Coordinator  
IQAC  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107



## Action Taken Report

IQAC steering committee meeting with Teacher In-charges of  
Criteria II and IV & VI on 3/10/19


- Faculty development programmes to facilitate e content development were organized
  - National Level Webinar on Copyright Laws, Licensing of E-Content and Fair Use of Open Educational Resources held on 16/05/20
  - Guest lecture on Citation tools for educators and licensing on 6/7/2019

- Department specific ALPs undertaken

Arts Departments	Survey, News letters, Psychological games
Science Departments	Higher Order Thinking Skills, Experimental projects, News letter, Guidance for preparation of entrance exams
Commerce Departments	News letters , Research projects

- Academic Calendar, Exam schedule and Time table displayed on college website
- Effective communication of POs & COs ensured
- Lecture Recording facility will be installed in Room no. G-9 in the next academic year
- Knowledge Museum enhanced with specific contributions from Teachers and display of detailed posters depicting institutional history as well as history of Mumbai City

  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.

  
Coordinator  
IQAC  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107



**Action Taken Report**  
IQAC meeting on 4/10/19

The suggestions made in the IQAC steering committee meeting with Teacher In-charges of Criteria I, III & V were discussed and approved

*P. S.*  
**Principal**  
**ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE**  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.

  
**Coordinator**  
**IQAC**  
**ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,**  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107



**Action Taken Report**  
IQAC meeting on 7/10/19

The suggestions made in the IQAC steering committee meeting with Teacher In-charges of Criteria II, IV, VI & VII were discussed and approved

8-9  
Principal  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE  
Penkar Pada, Mira Road,  
Dist. Thane, Pin- 401107.

  
Coordinator  
IQAC  
ROYAL COLLEGE OF ARTS  
SCIENCE & COMMERCE,  
Penkarpada, Mira Road,  
Dist. Thane. Pin: 401107

