

02/09/23

### Notice

A meeting of IQAC members is scheduled on Saturday, 17/09/2023 at 1:30 pm in the Board Room. The Agenda for the meeting is as follows.

#### Agenda

- 1) Approval of certificate courses.
- 2) Application of UGC for autonomous status.
- 3) Constitution of NEP & organization of seminar on 'NEP -2020'.
- 4) Popularization of Science among Junior College.
- 5) Any other matter with permission of chair.

#### Members

Dr. Chitrlekha Kotian (I/C (Principal))  
Mrs. Maleka Bootwala (IQAC Coordinator)  
Ms. Zainab Valikarimwala (Management)  
Mrs. Kamala Arunachalam (Management)  
Ms.. Afroz Shattari (Management)  
Dr. Juliet Miranda (Faculty)  
Dr. Sanchita Datta (Faculty)  
Mrs. Zamanat Fatma Syed (Faculty)  
Dr. Aqeela Qureshi (Faculty)  
Dr. Tabassum Khan (Faculty)  
Mr. Kamal Rohra (Faculty)  
Ms. Anita Dhareshwar (Office Staff)  
Dr Chirag shah (Alumnus)

  
IQAC Coordinator

**Prof. A. E. Lakdawala**  
The Founder & Chairman

Since 1989



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Royal Higher Education Society's

# ROYAL COLLEGE OF ARTS, SCIENCE & COMMERCE

*Empowerment through Value Education*

(A Minority Institution Affiliated to University of Mumbai)

**Ismail M. Kanga Educational Campus**, Penkarpada, Mira Road (E), Dist. Thane - 401 107.

**Principal's Office** Tel. : 9167550100 • Email : trams786@yahoo.com

**Adm. Office** Tel. : 9136312913 / 9167559524 • Email : royalcollege\_office@yahoo.com

## Minutes of IQAC Meeting

**Date:** 17/09/2022

**Time:** 12.30 pm

**Venue:** IQAC Room

**Members in attendance:**

Dr. Chitralkha Kotian (I/C (Principal)

Mrs. Maleka Bootwala (IQAC Coordinator)

Ms. Zainab Valikarimwala (Management)

Mrs. Kamala Arunachalam (Management)

Ms. Afroz Shattari (Management)

Dr. Juliet Miranda (Faculty)

Dr. Sanchita Datta (Faculty)

Mrs. Zamanat Fatma Syed (Faculty)

Dr. Aqeela Qureshi (Faculty)

Dr. Tabassum Khan (Faculty)

Mr. Kamal Rohra (Faculty)

Ms. Anita Dhareshwar (Office Staff)

1) Certificate courses of 30 hours duration were approved for the academic year.

2) It was resolved to suggest to the management to apply for grant of autonomous status to the UGC. It was also decided to invite an expert for guidance on this during the next IQAC meeting.

3) It was resolved to constitute an internal steering committee for NEP to prepare the ground for implementation of the National Education Policy and organize a seminar on "NEP-2020".

4) It was suggested by Dr. Aqeela that a career fair for FYJC/SYJC students can be organized to create awareness about the courses, particularly in pure sciences, offered by the college.

The meeting was concluded by vote of thanks to chair.

The following members were present for the meeting:

**Members**

Dr. Chitralekha Kotian (I/C (Principal)

Mrs. Maleka Bootwala (IQAC Coordinator)

Ms. Zainab Valikarimwala (Management)

Mrs. Kamala Arunachalam (Management)

Ms. Afroz Shattari (Management)

Dr. Juliet Miranda (Faculty)

Dr. Sanchita Datta (Faculty)

Mrs. Zamanat Fatma Syed (Faculty)

Dr. Aqeela Qureshi (Faculty)

Dr. Tabassum Khan (Faculty)

Mr. Kamal Rohra (Faculty)

Ms. Anita Dhareshwar (Office Staff)

Signature

Chitralekha Kotian

Maleka Bootwala

Afroz Shattari

Sanchita Datta

Zamanat Fatma Syed

Aqeela Qureshi

Tabassum Khan

Kamal Rohra

Anita Dhareshwar



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## Action taken Report

**IQAC Meeting held on 17/09/2022 at 1.30 pm in Founder Sir's Room**


1) The following certificate courses were approved for the academic year 22-23

1. Scientific tools
2. Soft Skills
3. Research Methodology
4. Taxation
5. Fundamentals of Digital marketing
6. Fundamentals of Accounting
7. Bird Study
8. Horticulture

2) The college applied in May 2023 for grant of autonomous status to the UGC.

3) The steering committee for NEP was formulated and a seminar on "NEP-2020" was conducted on 11<sup>th</sup> February 2023.

4) Lectures for popularization of Science were organized for FYJC students in October 2022 and for SYJC students in December 2022.

  
IQAC Coordinator

4/03/23

**Notice**

A meeting of IQAC members is scheduled on Monday, 20/03/2023 at 11:30 am in the Board Room. The Agenda for the meeting is as follows.

**Agenda**

- 1) Confirmation of minutes of the meeting held on 17/09/23
- 2) Application for autonomous status
- 3) Staff development programmes
- 4) Institutional Best Practices

**Members in attendance:**

Dr. Chitrlekha Kotian (I/C (Principal))  
Mrs. Maleka Bootwala (IQAC Coordinator)  
Ms. Zainab Valikarimwala (Management)  
Mrs. Kamala Arunachalam (Management)  
Ms.. Afroz Shattari (Management)  
Dr. Juliet Miranda (Faculty)  
Dr. Sanchita Datta (Faculty)  
Mrs. Zamanat Fatma Syed (Faculty)  
Dr. Aqeela Qureshi (Faculty)  
Dr. Tabassum Khan (Faculty)  
Mr. Kamal Rohra (Faculty)  
Ms. Anita Dhareshwar (Office Staff)  
Dr Chirag shah (Alumnus)

  
IQAC Coordinator



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## Minutes of IQAC Meeting

**Date:** 20/03/2023

**Time:** 1.30 pm

**Venue:** Founder Sir's Room

### Members in attendance:

Dr. Chitrlekha Kotian (I/C (Principal))  
Mrs. Maleka Bootwala (IQAC Coordinator)  
Ms. Zainab Valikarimwala (Management)  
Mrs. Kamala Arunachalam (Management)  
Ms.. Afroz Shattari (Management)  
Dr. Juliet Miranda (Faculty)  
Dr. Sanchita Datta (Faculty)  
Mrs. Zamanat Fatma Syed (Faculty)  
Dr. Aqeela Qureshi (Faculty)  
Dr. Tabassum Khan (Faculty)  
Mr. Kamal Rohra (Faculty)  
Ms. Anita Dhareshwar (Office Staff)  
Dr Chirag shah (Alumnus)  
Dr Lily Bhushan (Invitee, Principal, KES Shroff College )

### Agenda points:

- 1) The minutes of IQAC meeting held on 17<sup>th</sup> Sept.' 2023 were read and confirmed by all members.
- 2) As the college has decided to apply to UGC for grant of autonomous status, Dr Lily Bhushan, Principal, KES Shroff College was invited for discussion on the process and suggestions on other aspects of quality enhancement. She added clarity to the process and resolved queries related to the proforma for the application for autonomous status


- 3) Dr. Lily Bhushan suggested introduction of additional divisions in self-financing courses/unaided courses
- 4) It was resolved to apply for grant under RUSA.
- 5) It was suggested to conduct staff development workshops on Pedagogical Techniques and syllabus designing
- 6) It was also resolved to conduct non-teaching staff development workshops on advanced excel.
- 7) It was suggested to adopt 60:40 pattern of evaluation, once we are granted autonomous status. 40 marks internal assessment can include internships, projects, class participation, value added courses etc.
- 8) It was suggested to conduct additional sessions on outcome based education by Dr. Cybil Thomas. Review of question papers by experts was also recommended.
- 9) Dr. Juliet emphasized the need to categorize Best practices as Good, Best and Innovative.
- 10) Certain activities on human values like felicitation of non-teaching staff or gratitude day can be introduced.
- 11) It was resolved to increase the involvement of alumni in fund raising, in creating awareness about autonomous status and as resource persons for certificate courses

The meeting was concluded by vote of thanks to chair.

The following members were present for the meeting:

### IQAC members

- 1) Dr. Chitralkha Kotian - (I/C Principal) @ 20/3/23
- 2) Ms. Kamala Arunachalam - Management W 20/3
- 3) Ms. Maleka Bootwala - IQAC Coordinator W 20/3
- 4) Ms. Zainab Valikarimwala - Management Janchl 20/3/23
- 5) Ms. Afroz Shattari - Management W 20/3/23
- 6) Ms. Zamanat Syed - Faculty B.S 20/3/23
- 7) Dr. Lily Bhushan - Invitee Bhushan
- 8) Dr. Juliet Miranda - Faculty
- 9) Dr. Sanchita Datta - Faculty Datta
- 10) Mr. Kamal Rohra - Faculty
- 11) Dr. Tabassum Khan - Faculty Khan
- 12) Dr. Aqeela Qureshi - Faculty Qureshi
- 13) Dr. Chirag Shah - Alumni Shah
- 14) Ms. Anita Dhareshwar - Office Staff Absent

  
**IQAC Co-Ordinator**

Prof. A. E. Lakdawala  
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## Action taken Report

**IQAC Meeting held on 20/03/2023** at 1.30 pm in Founder Sir's Room

- 1) The college applied to UGC for autonomous status
- 2) The college applied for the grant under PM-USHA (RUSA)
- 3) A workshop on 'e content development' was planned for the next academic year.
- 4) It was decided to felicitate non-teaching staff for their exceptional services on the Founder's Day, 12<sup>th</sup> October 2023.

  
IQAC Coordinator



03/04/23

**Notice**

A meeting of IQAC members is scheduled on Tuesday, 18/04/2023 at 11:30 am in the Board Room. The Agenda for the meeting is as follows.

**Agenda**

- 1) Proposal for Autonomy
  - i) Details of Annexure to be attached to the proposal
  - ii) Constitution of Board of studies
- 2) Image Building
- 3) Notification of Autonomy
- 4) Identification of best of practices for 23-24

Dr. Chitrlekha Kotian (I/C (Principal)

Mrs. Maleka Bootwala (IQAC Coordinator)

Ms. Zainab Valikarimwala (Management)

Mrs. Kamala Arunachalam (Management)

Ms.. Afroz Shattari (Management)

Dr. Juliet Miranda (Faculty)

Dr. Sanchita Datta (Faculty)

Mrs. Zamanat Fatma Syed (Faculty)

Dr. Aqeela Qureshi (Faculty)

Dr. Tabassum Khan (Faculty)

Mr. Kamal Rohra (Faculty)

Ms. Anita Dhareshwar (Office Staff)

Dr Chirag shah (Alumnus)

  
IQAC Coordinator

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## Royal College of Arts, Science & Commerce

### Minutes of IQAC Meeting

**Date:** 18/04/2023

**Time:** 2.30 pm

**Venue:** Founder Sir's Room

#### Members in attendance:

Dr. Chitralkha Kotian (I/C (Principal))  
Mrs. Maleka Bootwala (IQAC Coordinator)  
Ms. Zainab Valikarimwala (Management)  
Mrs. Kamala Arunachalam (Management)  
Ms. Afroz Shattari (Management)  
Dr. Juliet Miranda (Faculty)  
Dr. Sanchita Datta (Faculty)  
Mrs. Zamanat Fatma Syed (Faculty)  
Dr. Aqeela Qureshi (Faculty)  
Dr. Tabassum Khan (Faculty)  
Mr. Kamal Rohra (Faculty)  
Ms. Anita Dhareshwar (Office Staff)  
Dr. Chirag Shah (Alumnus)

#### **Agenda points:**

- 1) The minutes of IQAC meeting held on 20/03/2023 were read and confirmed by all members.
- 2) The composition and functions of academic council were discussed and academicians and experts were identified who could be considered with their consent as members of the council.
- 3) It was resolved that the experts on academic council could be considered for constituting BOS. It was also suggested that BOS of SNDT University, experts from foreign universities, resource persons from medicinal chemistry, experts from Delhi/ South Indian universities and from Central council for research in Unani medicine under AYUSH Ministry could be contacted for Board of studies.

4) It was informed that Submission of SSR is due by March 2024 (six months prior to NAAC validity)

5) It was informed that the University did not approve our application for new courses (M.Sc Comp. Science and M.A Economics.)

6) It was decided that we can introduce new programmes in stream of Zoology and Statistics. Even para - medical professional courses will be introduced by the college. It was agreed that our college will provide its infrastructure for launching PG diploma and skill based courses in quality control.

7) It was decided that recognized Research center must be established so that research work can gain momentum.

8) It was suggested by Dr. Sanchita that Commerce department can start diploma course in business planning and entrepreneurship

9) It was recommended that yoga certificate course and certificate courses on creative arts can also be introduced in dance or drama.

10) It was suggested by Dr. Aqeela that we can also opt for online certification courses

11) It was decided that the college will conduct the following non-teaching staff development programs

a) Excel workshop for class III staff

b) Workshop on stress management, personality development and communication skills

d) Sports activities (Indoor games) for Class III Staff

12) It was discussed and decided to apply for Best college award to the University  
The meeting was concluded by vote of thanks to chair.

The following members were present for the meeting:

**Members**

Dr. Chitralkha Kotian (I/C (Principal) *Chitralkha Kotian*

Mrs. Maleka Bootwala (IQAC Coordinator) *Maleka Bootwala*

Ms. Zainab Valikarimwala (Management) *Zainab*

Mrs. Kamala Arunachalam (Management)

Ms. Afroz Shattari (Management)

Dr. Juliet Miranda (Faculty) *Juliet*

Dr. Sanchita Datta (Faculty) *Sanchita*

Mrs. Zamanat Fatma Syed (Faculty) *Zamanat*

Dr. Aqeela Qureshi (Faculty) *Aqeela*

Dr. Tabassum Khan (Faculty) *Tabassum*

Mr. Kamal Rohra (Faculty) *Kamal*

Ms. Anita Dhareshwar (Office Staff) *Anita*

Dr. Chirag Shah (Alumnus)

Signature

**Prof. A. E. Lakdawala**  
The Founder & Chairman



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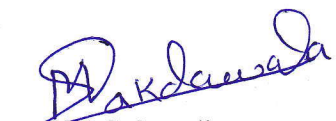
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## Action Taken report

### IQAC meeting held on 18/04/2023 at 2.30 pm in Founder Sir's Room

- 1) As the college worked on its application for autonomous status, it reached out to the experts, as decided in the meeting, for inclusion in the Academic Council following the attainment of autonomy. Likewise departments contacted experts for inclusion in BOS.
- 3) The college has collaborated with IISD-VTC, Pune for conducting para -medical professional courses on campus.
- 4) The college has applied for grant under PM-USHA to facilitate upgradation of central research facility and conduct skill based courses.
- 6) The college has collaborated with Yoga Institute to conduct certificate courses in yoga.
- 7) The college has signed MOU with industries for organization of online certification courses under Industry CSR.
- 8) The following non-teaching staff development programs were conducted.
  - a) Financial literacy for Class III/IV staff members
  - b) Excel workshop for class III staff
  - c) Workshop on stress management ,personality development and communication skills `
  - d) Sports activities (Indoor games) for Class III Staff
- 9) The college applied for Best college award to the University

  
IQAC Coordinator