


IQAC Meeting

A meeting of IQAC members will be held on Friday, 14th July 2023 at 3: P.M. in Board room to discuss the following agenda.





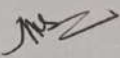

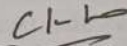
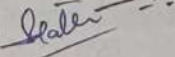





Agenda

1. Confirmation of minutes of IQAC meeting held on 18/4/23-5 min
2. Planning of IQAC activities for 2023-2024 and approval of the budget for the same-30 min
3. External audit of the college as per NAAC requirement-10min
 - Administrative audit -ISO certification
 - Green, energy and environment audit
4. Generation of funding resources-10min
5. Collaboration with other institutes and industries-10min
6. Any other point with permission of the chair-10min


IQAC Co-ordinator


Principal

IQAC Members

Name	Signature
Prof. Kalpana Patankar Jain (Principal)	
Mrs. Kamala Arunachalam (Management)	
Mrs. Maleka Bootwala (Management)	
Ms. Zainab Valikarimwala (Management)	
Ms. Afroz Shattari (Management)	
Mrs. Zamanat Fatma Syed (IQAC Coordinator)	
Dr. Chitralekha Kotian (Vice Principal)	
Dr. Sanchita Datta (Vice Principal)	
Dr. Juliet Miranda (Faculty)	
Dr. Aqeela Qureshi (Faculty)	
Dr. Tabassum Khan (Faculty)	
Mr. Kamal Rohra (Faculty)	
Ms. Anita Dhareshwar (Office Staff)	

ROYAL
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Penk
Dist. Thane. Pin-401107.



Royal College of Arts, Science & Commerce

Minutes of IQAC Meeting

Date: 14/07/2023

Time: 3.00pm

Venue: Founder Sir's Room

Members in attendance:

Prof. Kalpana Patankar Jain (Principal)
Mrs. Kamala Arunachalam (Management)
Mrs. Maleka Bootwala (Management)
Ms. Zainab Valikarimwala (Management)
Ms. Afroz Shattari (Management) *MS*
Mrs. Zamanat Fatma Syed (IQAC Coordinator)
Dr. Chitrlekha Kotian (Vice Principal)
Dr. Sanchita Datta (Vice Principal)
Dr. Juliet Miranda (Faculty)
Dr. Aqeela Qureshi (Faculty) *AQ*
Dr. Tabassum Khan (Faculty) *TK*
Mr. Kamal Rohra (Faculty) *KR*
Ms. Anita Dhareshwar (Office Staff)

Agenda points:

- 1. Confirmation of Previous Minutes**
The minutes of the IQAC meeting held on 18th April 2023 were read and confirmed by all members.
- 2. IQAC activities for the academic year 23-24 & budget**
The IQAC coordinator, informed the members about the following activities to be conducted during the current academic year
 - Online Workshop on 'E Content Development'
Date: 22/7/23 & 25/7/23
Time: 3:30 pm to 6:00 pm
Resource Person: CMA (Dr.) Julka Arun, Associate Professor, Maharaja Agrasen College, University of Delhi
Target Participants: College faculty
Budgeted Cost: 12000/-
Registration fee for delegates from other colleges: 200/- (GPay)
E-certificates to be provided to all participants.

- Offline Workshop on safety and work culture (parallel sessions)

Date: 03/08/23 (Tentative)

Time: 10:30 am to 1.30 pm (Tentative)

Resource Person: Dr. Agashi, Dr. Vilasini Patkar)

Target Participants: Class III & IV staff

Budgeted Cost: 32000/-/-

Registration fee for delegates from other colleges: 200/-

- On line National conference on "Best practices in Higher education and institution distinctiveness"

Date: First week of February 2024 (Tentative)

Duration: One day

Resource Persons: 3 (Dr. Srihari Pingale suggested)

Target Participants: College Faculty

Budgeted Cost: 50,000/-/-

Registration fee for delegates from other colleges: 500/-

Papers presented to be published in the form of a book with ISBN number

3) Funding resources

During the meeting, the committee deliberated on various strategies for resource generation.

- It was unanimously agreed that establishing MOUs and collaborating with reputed agencies, such as the GAD TLC (Guru Angad Dev Teaching Learning Centre), would facilitate the organization of workshops and FDPs and aid in the mobilization of funds.
- It was proposed that alumni could be encouraged to contribute funds for well-defined projects/ events. To encourage alumni participation, the idea of crowd funding was introduced, wherein alumni could be requested to contribute a nominal amount, for instance, Rs 100 annually, towards sponsoring intercollegiate activities, specific projects, or workshops. Furthermore, it was suggested that skill development courses could be offered, with alumni serving as resource persons.
- To diversify revenue streams, the proposition of leasing out college infrastructure to external entities for professional events was put forth.
- It was decided to explore Corporate Social Responsibility (CSR) funding, supported by the engagement of a consultant.

4. External audit (Green, Energy and Environment)

It was resolved to get Administrative, Academic, Green, Environment, Energy and Gender audits conducted during the current academic year. The estimated approximate cost of these audits, including accommodation and travel allowances for the auditors, would be around 1,00,000/ (68000/- without TA and accommodation). . It was agreed to approach Mr. Ayubh Shaikh, a resource person, for the audits. A meeting on 19th July 2023 was scheduled with him to understand pre-commencement procedures of Green, Environment and Energy audits to begin with.

Additional points:

- Allocation of Funds for Student Research Projects: It was resolved to allocate 15,000/- from the surplus generated by the add-on courses for students research projects, including those under the Avishkar scheme. This fund can be used for the procurement of necessary materials and for field trips for primary data collection. Additionally, it was agreed that the travel expenses of students participating in a research project presentation at Bangalore would also be covered from this funds.
 - New Training Course by GARAWARE INSTITUTE: The members were informed about the introduction of a three-year course by the GARAWARE INSTITUTE aimed at providing guidance on the intricacies of publishing papers. The course lectures are scheduled for a minimum duration of 10 hours per month, specifically on weekends.
 - Proposal for Sanshodhana Publication: Kamala madam, a management member suggested that Sanshodhana, the in-house journal could be published with a compilation of students' research papers and abstracts of teachers research work.
 - Acknowledgement of alumni contribution: It was decided that the recently graduated alumni resource persons could be presented a gift or memento valued at up to 500/- .The senior alumni resource persons could be offered monetary remuneration of up to 1000/- as a gesture of gratitude for their continued engagement and support.
- 5. Scheduled Date for the Next IQAC Meeting:**
The date for the next IQAC meeting was confirmed to be 2nd August 2023 at 3.00pm.

Meeting concluded by vote of thanks to the chair

Following members were present for the meeting.

Name	Signature
Prof. Kalpana Patankar Jain (Principal)	
Mrs. Kamala Arunachalam (Management)	
Mrs. Maleka Bootwala (Management)	
Ms. Zainab Valikarimwala (Management)	
Ms. Afroz Shattari (Management)	
Mrs. Zamanat Syed (IQAC Co-ordinator)	
Dr. Juliet Miranda (Faculty)	
Dr. Chitralekha Kotian (Vice principal)	
Dr. Sanchita Datta (Vice principal)	
Dr. Aqeela Qureshi (Faculty)	
Dr. Tabassum Khan (Faculty)	
Mr. Kamal Rohra (Faculty)	
Ms Anita Dhareshwar (Office staff)	



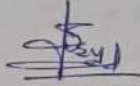
Principal
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Royal College of Arts, Science & Commerce

Action taken report

IQAC Meeting held on 14/07/2023

1. Online Workshop on 'E Content Development' was conducted in two sessions on 22/7/23 & 25/7/23. The resource person was CMA (Dr.) Julka Arun, Associate Professor, Maharaja Agrasen College, University of Delhi
2. A National conference on "Environment Sustainability- Scientific, Economic and Societal Implications" was conducted on 10/02/204 in hybrid mode. There were 57 oral presentations and 56 poster presentations. A book of abstract and a journal with full length paper were published.
3. Alumni partially funded the national conference on "Environment Sustainability- Scientific, Economic and Societal Implications" They sponsored Jute Bags for the conference.
4. External audit (Green, Energy and Environment) was conducted.
5. INR 15,000/- was allocated to fund some of the requirements for students' research projects under the Avishkar scheme. The travel expenses of students participating in a research project presentation at Bangalore were also covered.



Ms. Zamanat Fatma Syed
IQAC Coordinator



Prof. (Dr.) Kalpana Patankar Jain
Principal


Principal
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IQAC Meeting

A meeting of IQAC members will be held on 02nd August 2023, Wednesday, at 12:15 P.M. to discuss the following agenda.

Agenda

- i) Collaboration with other institution
- ii) Up-gradation of computer systems
- iii) Provision for recording facility
- iv) Briefing on work to be done for external environment, energy and green audit of the college.
- v) Any other point with permission of the chair


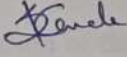
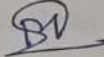

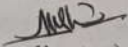

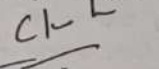
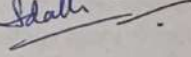

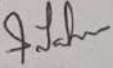

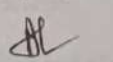


IQAC Co-ordinator




Principal

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IQAC Members

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Prof. Kalpana Patankar Jain (Principal)	
Mrs. Kamala Arunachalam (Management)	
Mrs. Maleka Bootwala (Management)	
Ms. Zainab Valikarimwala (Management)	
Ms. Afroz Shattari (Management)	
Mrs. Zamanat Fatma Syed (IQAC Coordinator)	
Dr. Chitralekha Kotian (Vice Principal)	
Dr. Sanchita Datta (Vice Principal)	
Dr. Juliet Miranda (Faculty)	
Dr. Aqeela Qureshi (Faculty)	
Dr. Tabassum Khan (Faculty)	
Mr. Kamal Rohra (Faculty)	
Ms. Anita Dhareshwar (Office Staff)	

AC0723



Royal College of Arts, Science & Commerce

Minutes of IQAC Meeting

Date: 02/08/2023

Time: 12.15pm

Venue: Founder Sir's Room

Members in attendance:

Prof. Kalpana Patankar Jain (Principal)
Mrs. Kamala Arunachalam (Management)
Mrs. Maleka Bootwala (Management)
Ms. Zainab Valikarimwala (Management)
Ms. Afroz Shattari (Management) ✓
Mrs. Zamanat Fatma Syed (IQAC Coordinator)
Dr. Chitrlekha Kotian (Vice Principal)
Dr. Sanchita Datta (Vice Principal)
Dr. Juliet Miranda (Faculty)
Dr. Aqeela Qureshi (Faculty)
Dr. Tabassum Khan (Faculty)
Mr. Kamal Rohra (Faculty)
Ms. Anita Dhareshwar (Office Staff)

Agenda points: The meeting was a continuation of the points listed for the IQAC meeting held on 14/07/23, with few additional points.

1. Collaboration/MOU with Other Institutions:

- It was resolved that collaboration/MOU with institutions, apart from NGOs, must be signed, considering the significance from the perspectives of NEP, autonomy, and NAAC. The following institutions were shortlisted for collaboration/linkages:
 - ✓ Dalmia Institute of Management Studies (for Placement and Extension)
 - ✓ Abhinav College (for Faculty expertise)
 - ✓ Patkar College
 - ✓ Viva College
 - ✓ Nagindas Khandwala College
 - ✓ Maharashtra College
 - ✓ Thakur Shyamnarayan Degree College
 - ✓ Institution of Science
- In addition, Mala-foundation (NGO for youth) and DR-FHE (Dr. Reddy's Foundation for Health Education) were also recommended for collaboration to conduct students' welfare programmes. The Students Welfare Committee would take care of activities of these NGOs.

- Principal Madam informed about the proposal from Paryavaran Dakshita Mandal and it was resolved to sign the MOU with the NGO.
 - It was decided that tie-ups with institutions outside Maharashtra for the conduct of online courses can be explored. For instance, RSRI
 - Maleka Madam informed that the college is in the process of negotiating an MOU with GTT Foundation, to conduct skill development courses, along with placement assistance. It was proposed that the courses will be offered free to students, with a refundable deposit to ensure dedicated attendance.
2. **Upgradation of Computer Systems and Operating Systems**
Installation of Windows operating system-version 10 on all computer systems having lower versions and installation of sound systems in smaller classrooms were proposed and accepted. Bluetooth speakers were suggested for purchase after verifying compatibility with existing systems.
 3. **Updates on Environment, Energy, and Green Audit:**
Maleka Madam informed that 50% of the payment has been made for the conduct of environment, energy and green audit following the meeting with the auditors.
 4. **Setting up of Lecture Recording Room:**
It was decided to set up a lecture recording facility in the IQAC room. The college will purchase mobile tripods, mikes, lighting accessories, green curtains, etc. to facilitate e-content development.

Other Points

1. **Establishment of a Language Lab.**
It was proposed to establish a language lab. Dr. Juliet M. suggested using online apps like Duolingo for learning foreign languages without the need for a proper laboratory or sound system, as the software has embedded sound features.
2. **Enhancement of WIFI Speed**
It was decided to increase the WIFI speed by taking a subscription of more than 50mbps

Following members were present for the meeting

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Royal College of Arts, Science & Commerce

Action Taken Report

IQAC Meeting held on 02/08/2023

1. Collaboration/MOU with Other Institutions:

- MOU signed with Thakur Shyamnarayan Degree College and National College.
- MOU signed with Excel R for conducting online certificate courses. 13 courses involving 61 students were conducted.
- MOU with GTT Foundation, to conduct skill development courses and MOU with Yoga Institute to run professional Yoga courses for students, staff and public were signed.

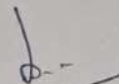
2. Upgradation of Computer Systems and Operating Systems

Installation of Windows operating system-version 10 on all computer systems

- 3. Environment, Energy, and Green Audit was conducted by Sustainability Academes, a Sustainability division of Greenvio Solutions. Greenvio is registered with Govt. of India's MSME Portal and has ASSOCHAM –GEM certified professionals.**



Ms. Zamanat Fatma Syed
IQAC Coordinator



Prof. (Dr.) Kalpana Patankar Jain
Principal


Principal
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IQAC Notice


An IQAC meeting will be held on Saturday 24th February 2024, at 10:30 A.M. in Founder Sir's room to discuss the following agenda.

Agenda

- i) Review of AQAR /SSR format for autonomous Colleges
- ii) Strategy for implementation of autonomous status (Comprehensive or progressive)
- iii) Any other point with permission of the chair


IQAC Co-ordinator

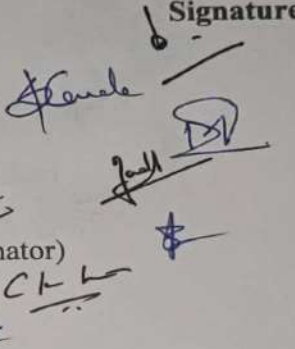



Principal

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IQAC Members**Name****Signature**

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Dr. Sanchita Datta (Vice Principal)
Dr. Juliet Miranda (Faculty)
Dr. Aqeela Qureshi (Faculty)
Dr. Tabassum Khan (Faculty)
Mr. Kamal Rohra (Faculty)
Ms. Anita Dhareshwar (Office Staff)
Mr. Chirag Shah (Alumni) -
Mrs. Archana Jethi (Parent) -
Ms. Mithani Suhana (Student) -



26/02/2024

IQAC NOTICE

An IQAC meeting will be held on Wednesday, 6th March 2024 at 10.30 am. in Founder Sir's room to continue with the discussion on agenda of the last meeting held on 24th February 2024.

IQAC Co-ordinator

Principal

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IQAC Members

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Dr. Aqeela Qureshi (Faculty)	
Dr. Tabassum Khan (Faculty)	
Mr. Kamal Rohra (Faculty)	
Ms. Anita Dhareshwar (Office Staff)	
Mr. Chirag Shah (Alumni)	-
Mrs. Archana Jethi (Parent)	-
Ms. Mithani Suhana (Student)	-
Dr. Juliet Miranda (Special invitee)	-

RS0224



Royal College of Arts, Science & Commerce

Minutes of IQAC Meeting

Date: 24/02/2024, 06/03/2024

Time: 10.30 am

Venue: Founder Sir's Room

Members in attendance:

Prof. Kalpana Patankar Jain (Principal)
Mrs. Kamala Arunachalam (Management)
Mrs. Maleka Bootwala (Management)
Ms. Zainab Valikarimwala (Management)
Ms. Afroz Shattari (Management)
Mrs. Zamanat Fatma Syed (IQAC Coordinator)
Dr. Chitrlekha Kotian (Vice Principal)
Dr. Sanchita Datta (Vice Principal)
Dr. Juliet Miranda (Faculty)
Dr. Aqeela Qureshi (Faculty)
Dr. Tabassum Khan (Faculty)
Mr. Kamal Rohra (Faculty)
Ms. Anita Dhareshwar (Office Staff)

Agenda points:

The college will implement autonomous status progressively starting from the academic year 2024-2025. A review of SSR matrices for autonomous colleges was undertaken with the objective of identifying quality initiatives to be implemented from the next academic year. The following suggestions were made.

- 1.) It was decided that each department should recommend at least one online course per year (offered by portals such as NPTEL and SWAYAM) to the students and appoint Mentor teachers to motivate the students to enroll in the same.
- 2.) Departments should look for entering MoUs (Minimum 1 MoU/year) with industries/ NGOs/ other organizations/ academic institutes for field projects/ internship/ quality enhancement activities/ **Consultancy** etc. At least one activity to be conducted per year. MOU must be for 1 year validity. International collaboration should also be looked for.
- 3.) Departments should conduct minimum one skill based certificate course/ workshop of not less than 30 hours duration every year.
- 4.) TAQ's to be conducted semester wise and analysis to be shared with respective HODs. Non-teaching staff evaluation to be strengthened.

- 5.) Incentives to students for cultural/sports winner at university level to be introduced and the same to be reflected in the prospectus
- 6.) Workshop / Counselling session for teachers/other staff for handling students

Meeting continued on same agenda on 06-03-2024 at 11am in Founder sir's room

7) To resolve the problem of placement and progression data collection, it was decided to get Google form with relevant fields and uploads filled from the outgoing students when they enroll for degree distribution ceremony.

Mr. Kamal R. and Ms. Tabassum will identify information and evidences needed in AQAR w.r.t. placement, higher studies and competitive exams and submit the same to Ms Aqueela for incorporation in the Google form.

8) Seed money for staff and student research (Minimum 1 lakh) may be provided from student activity account as well as from surplus of Add on courses.

9) The college can identify atleast 2 faculties in 5 years with potential to receive National/International fellowship or financial assistance by various agencies for advance studies/research and support them in receiving grants from companies under CSR. Alumni Establishments or companies where our alumni are employed can also be approached.

10) It was decided that MRP projects should be undertaken regularly and HOD/Coordinators must motivate department teachers to submit MRP proposals.

11) Senior faculty members to apply as M.Sc. & Ph.D guides. It was decided that regarding Vidvaan Id/ Bio sketch to be made for every faculty.

12) It was decided to constitute ethics committee and to include research ethics in course paper

13) External experts from Humanities, Commerce & Pure Sciences to be nominated on Research advisory committee.

14) The Principal informed that Himalaya Publishing house has shown intent of publishing books written by our faculty so the college management can talk to the publisher to decide on common terms.

15) A helpdesk to be set up at the time of admission to guide the students in getting financial aid / scholarships from government and non-government sources. Also the students to be




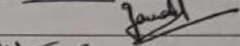



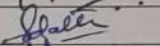

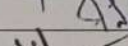

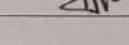

provided with a database of NGOs providing financial aids to needy students. Details of financial assistance available from the parent trust to be reflected in the prospectus.

16) Yoga can be offered in choice based manner as a skill enhancement course and charged separately.


17) Alumni portal at the college website will be used to collect alumni data pertaining to placement and progression.

Meeting concluded by vote of thanks to the chair

Following members were present for the meeting.

Name	Signature
Prof. Kalpana Patankar Jain (Principal)	
Mrs. Kamala Arunachalam (Management)	
Mrs. Maleka Bootwala (Management)	
Ms. Zainab Valikarimwala (Management)	
Ms. Afroz Shattari (Management)	
Mrs. Zamanat Syed (IQAC Co-ordinator)	
Dr. Juliet Miranda (Faculty)	
Dr. Chitrlekha Kotian (Vice principal)	
Dr. Sanchita Datta (Vice principal)	
Dr. Aqeela Qureshi (Faculty)	
Dr. Tabassum Khan (Faculty)	
Mr. Kamal Rohra (Faculty)	
Ms. Anita Dhareshwar (Office staff)	




Principal
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Royal College of Arts, Science & Commerce

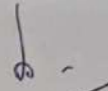
Action taken report

IQAC Meeting held on 24/02/2024, 06/03/2024

1. It was decided that the college will implement autonomous status progressively starting from the academic year 2024-2025.
2. In view of implementation of autonomous status, the quality bench marks were revised for the academic year 2024-2025 with respect to online courses, MOUs, skill based certificate courses/ workshops, Feedback system, placement and research.



Ms. Zamanat Fatma Syed
IQAC Coordinator



Prof. (Dr.) Kalpana Patankar Jain
Principal


Principal
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Dist. Thane, Pin- 401107.

08/04/2024


IQAC NOTICE

An IQAC meeting will be held on Monday, 15th April 2024 at 11.00 am. in Founder Sir's room to continue with the discussion on agenda of the meeting held on 24th February 2024 and to deliberate on the following additional points.

- 1) Introduction of new courses
- 2) Inclusion of new members in IQAC
- 3) Any other point with permission of the chair


IQAC Co-ordinator




Principal
Principal
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SCIENCE & COMMERCE
Penkar Pada, Mira Road,
Dist. Thane, Pin- 401107.

IQAC Members

Name

Signature

Prof. Kalpana Patankar Jain (Principal)

Mrs. Kamala Arunachalam (Management)

Mrs. Maleka Bootwala (Management)

Ms. Zainab Valikarimwala (Management)

Ms. Afroz Shattari (Management)

Mrs. Zamanat Fatma Syed (IQAC Coordinator)

Dr. Chitrlekha Kotian (Vice Principal)

Dr. Sanchita Datta (Vice Principal)

Dr. Aqeela Qureshi (Faculty)

Dr. Tabassum Khan (Faculty)

Mr. Kamal Rohra (Faculty)

Ms. Anita Dhareshwar (Office Staff)

Mr. Chirag Shah (Alumni)

Mrs. Archana Jethi (Parent)

Ms. Mithani Suhana (Student)

Dr. Juliet Miranda (Special invitee)

RS0224

PR0424

Royal College of Arts, Science & Commerce
Minutes of IQAC Meeting

Date: 15/04/2024

Time: 11.00 am

Venue: Founder Sir's Room

Members in attendance:

Prof. Kalpana Patankar Jain (Principal)
Mrs. Kamala Arunachalam (Management)
Mrs. Maleka Bootwala (Management)
Ms. Zainab Valikarimwala (Management)
Ms. Afroz Shattari (Management)
Mrs. Zamanat Fatma Syed (IQAC Coordinator)
Dr. Chitralekha Kotian (Vice Principal)
Dr. Sanchita Datta (Vice Principal)
Dr. Aqeela Qureshi (Faculty)
Dr. Tabassum Khan (Faculty)
Mr. Kamal Rohra (Faculty)
Ms. Anita Dhareshwar (Office Staff)
Dr. Juliet Miranda (Special invitee)

Agenda points:

1. Principal Dr. Kalpana recommended that NEP Syllabus to be drafted by faculties ensuring advanced knowledge in subject from employability perspective as well as keeping in mind students interest .
2. It was decided to provide vocational skill courses at FY level in Zoology as the college is planning to introduce Zoology in TYBSc. It was also resolved that Vocational skill courses should be provided to students in Data sciences and Maths even though we do not currently offer these subjects at TY level.
3. It was decided that new courses in unaided division at F.Y level (batch size 50) can be planned which will also help in resource mobilization.
4. It was resolved that the College will offer two major subjects at FY level under NEP 2020.
5. B.Ed course run by the sister institute will be integrated with degree College programmes.
6. Introduction of University certificate courses, useful IT based certificate courses and PG Diploma in nutrition (unaided) were recommended.
7. It was resolved that recently retired faculty member, Dr. Juliet Miranda will be called as special invitee for IQAC meetings. .

8. It was informed by Dr Aqeela that UTSAH portal started by UGC should be referred for NEP related information and queries.
9. Henceforth TAQ and CAS will be taken care of by IQAC.
10. Keeping in mind retirement of senior teachers in IQAC in coming years, induction of the following members in IQAC to ensure smooth transition was proposed. Ms. Radhika D., Ms. Komal W., Ms Gunwanti and Mr Abdul.
11. Kamala madam appreciated the contribution and active involvement of alumni members and their kind gesture of sponsoring funds for our national conference on Environment sustainability.
12. To enhance the competitiveness of students in sports/cultural events at state/national/international level, special coaching will be undertaken to prepare team of students for drama and selective sports.

Meeting concluded by vote of thanks to the chair

Following members were present for the meeting.

Name	Signature
Prof. Kalpana Patankar Jain (Principal)	
Mrs. Kamala Arunachalam (Management)	
Mrs. Maleka Bootwala (Management)	
Ms. Zainab Valikarimwala (Management)	
Ms. Afroz Shattari (Management)	
Mrs. Zamanat Syed (IQAC Co-ordinator)	
Dr. Chitrlekha Kotian (Vice principal)	
Dr. Sanchita Datta (Vice principal)	
Dr. Aqeela Qureshi (Faculty)	
Dr. Tabassum Khan (Faculty)	
Mr. Kamal Rohra (Faculty)	
Ms. Anita Dhareshwar (Office staff)	
Dr. Juliet Miranda (Special invitee)	



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Action taken report

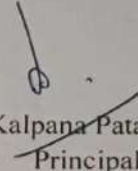
IQAC Meeting held on 15/04/2024

1. Strategies for implementation of NEP-2020 from academic year 2024-2025 were discussed and recorded.
2. Dr. Juliet Miranda, recently retired faculty member who was also an IQAC member and coordinator was invited for IQAC meetings.
3. The following faculty members were selected as new IQAC members to be inducted from AY 2024-2025.

Ms. Radhika D'souza
Ms. Renu Khandelwal
Dr. Gunwanti Negi
Mr. A. K. Chaudhary



Ms. Zamanat Fatma Syed
IQAC Coordinator



Prof. (Dr.) Kalpana Patankar Jain
Principal

Principal
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23/04/2024

IQAC NOTICE

An IQAC meeting will be held on Thursday, 9th May 2024 at 11.00 am. in Founder Sir's room to continue with the discussion on agenda of the meeting held on 24th February 2024 and to deliberate on the following additional points.

- 1) Inputs on alumni activities from members of college alumni association
- 2) Recommendations of the audit team which conducted green, energy & environment audit of the college.
- 3) Basket for Open electives for FY students from next academic year [Implementation of NEP]
- 4) Any other point with permission of the chair.

IQAC Co-ordinator



Principal

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SCIENCE & COMMERCE
Penkar Pada, Mira Road,
Dist. Thane, Pin- 401107.

IQAC Members

Name

Signature

Prof. Kalpana Patankar Jain (Principal)

Mrs. Kamala Arunachalam (Management)

Mrs. Maleka Bootwala (Management)

Ms. Zainab Valikarimwala (Management)

Ms. Afroz Shattari (Management)

Mrs. Zamanat Fatma Syed (IQAC Coordinator)

Dr. Chitralekha Kotian (Vice Principal)

Dr. Sanchita Datta (Vice Principal)

Dr. Aqeela Qureshi (Faculty)

Dr. Tabassum Khan (Faculty)

Mr. Kamal Rohra (Faculty)

Ms. Anita Dhareshwar (Office Staff)

Mr. Chirag Shah (Alumni) -

Mrs. Archana Jethi (Parent) -

Ms. Mithani Suhana (Student) -

PR0424

Royal College of Arts, Science & Commerce
Minutes of IQAC Meeting

Date: 09/05/2024

Time: 11.00 am

Venue: Founder Sir's Room

Members in attendance:

Prof. Kalpana Patankar Jain (Principal)
Mrs. Kamala Arunachalam (Management)
Mrs. Maleka Bootwala (Management)
Ms. Zainab Valikarimwala (Management)
Ms. Afroz Shattari (Management)
Mrs. Zamanat Fatma Syed (IQAC Coordinator)
Dr. Chitrlekha Kotian (Vice Principal)
Dr. Sanchita Datta (Vice Principal)
Dr. Aqeela Qureshi (Faculty)
Dr. Tabassum Khan (Faculty)
Mr. Kamal Rohra (Faculty)
Ms. Anita Dhareshwar (Office Staff)

Alumni were invited to give their inputs on college branding and alumni activities. Following points were discussed with all the members

- 1) Alumna, Ms. Sonal (2015 batch of TYBSc) was invited to discuss strategies for college branding. Her suggestions included
 - analysis of expectations/ aspirations of all stake holders
 - SWOT analysis at all levels
 - enhancement of leadership qualities of teachers
 - tie ups and linkages with corporates/ industries for expert lectures, internship etc.
 - strong committee to promote sports
 - engagement with well-placed alumni in India and abroad
 - testimonials by alumni sharing their college life and achievements
 - wide spread awareness about the struggle and efforts put in establishing the institute by Founder sir and his team to motivate the students
- 2) It was resolved that SWOT analysis be incorporated in TAQ/exit questionnaire, as suggested by Ms. Kamala Arunachalam Madam.
- 3) It was decided to hold in June 2024, interactive session of teachers with Ms. Sonal

- 4) Dr Sanchita read out the minutes of earlier Alumni meeting to update the IQAC Members about the suggestions put forth by Alumni. Mr Vikas and Mr Piyush [Alumni] also attended IQAC meeting and gave suggestions on what activities alumni association can plan for academic year 2024-25 including fund mobilization and fund utilization.
- 5) Alumna Ms. Jwala will assist in building good collaborations with industries.
- 6) It was informed that TYBAF student Mr. Zaid had been appointed last year under earn and learn scheme and he will assist in communication and other admin work relating to alumni activities.
- 7) Mr. Vikas recommended that our college should focus on one or two skill sets so that name of college is developed in terms of specialization which will attract students to learn that skill set.
- 8) It was suggested that we should resume organization of Annual alumni meet Alumnus Mr. Anish will assist in organization.
- 9) It was resolved to seek assistance from alumni to conduct the following Vocational skill enhancement courses.
Financial literacy (To be taken by Mr. Anish and Mr. Piyush)
Pharmaceutical quality control (Ms. Jwala and Mr Vikas)
- 10) Mr. Vikas suggested that alumni can contribute Rs.1000 per person and we can target around 100 members who might be willing to pay. Alumnus Anish will draft an appeal letter which can be forwarded to all alumni members. It was decided to take local activities relevant to masses to attract funding from alumni and even sports activity in Mira Bhayandar can be sponsored by alumni.
- 11) Alumnus Mr. Anish offered to assist in setting up of incubation centre for students of computer science and guiding them. SOP to be framed on incubation centre development.
- 12) It was resolved that Placement cell will make an effort to develop contacts with local industries at least in vicinity of Mira Bhayandar.
- 13) It was resolved that one sports teacher, teacher incharge of alumni committee and three students will remain in contact with Alumni Association members for smooth coordination.

14) A copy of recommendations of the audit team which conducted green, energy & environment audit of the college was distributed but due to lack of time no deliberation took place on this topic.

15) Following deliberation took place with respect to implementation of NEP-from the next academic year

A. Approval of stream wise Open elective basket for First year degree students

OEs for Science and Computer Science

Semester I	Semester II
Basics of HRM	Basics of HRM – II
Financial Literacy	Indian Financial Systems-
E-Commerce and Digital Marketing	Cyber law and IPR
Know your Society	Auditing – I
Personal Effectiveness I	Welfare State and Society
	Personal Effectiveness II

OEs for Arts

Semester I	Semester II
Web Designing	Cyber law and IPR
Basics of HRM	Indian Financial Systems
Financial Literacy	Basics of HRM
Renewable Energy sources	Mushroom cultivation
E-Commerce and Digital Marketing	Auditing
Data Analytics using excel	IT Platforms tools and practices
Chemistry in everyday life - Food	Structured Query Language
Quantitative aptitude I- Descriptive statistics I	Descriptive statistics
Nursery development and Garden operation	Chemistry in everyday life –Chemistry of Cosmetics andGrooming Products
	Quantitative aptitude II

OEs for Commerce, BAF, BMS

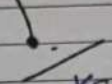
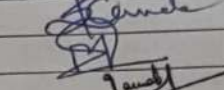
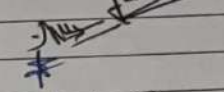
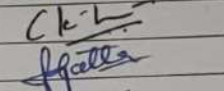
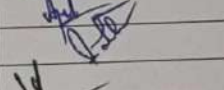
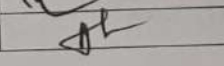
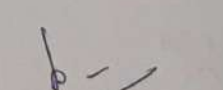
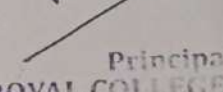
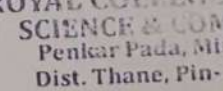
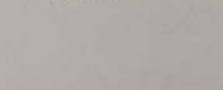


Semester I	Semester II
Nursery development and Garden operation	Cyber law and IPR – I
Know your Society	Welfare State and Society (II)
Web Designing	IT Platforms tools and practices
Data Analytics using excel	Structured Query Language
Renewable Energy sources (1)	Personal Effectiveness II
Chemistry in everyday life - FoodChemistry	Chemistry in everyday life –Chemistry of Cosmetics andGrooming Products
Quantitative aptitude I	Quantitative aptitude II
Descriptive statistics I	Descriptive statistics II
Personal Effectiveness I	Mushroom cultivation

B. No of batches for Vocational and Skill Enhancement Courses (VSEC) for Science

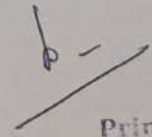
- i. F. Y. B. Sc. Microbiology- one batch
- ii. F. Y. B. Sc. Physics- one batch
- iii. F. Y. B. Sc. Chemistry- two batches
- iv. F. Y. B. Sc. Zoology- one batch
- v. F. Y. B. Sc. Botany- one batch

Meeting ended with vote of thanks to the chair

Following members were present for the meeting.

Name	Signature
Prof. Kalpana Patankar Jain (Principal)	
Mrs. Kamala Arunachalam (Management)	
Mrs. Maleka Bootwala (Management)	
Ms. Zainab Valikarimwala (Management)	
Ms. Afroz Shattari (Management)	
Mrs. Zamanat Syed (IQAC Co-ordinator)	
Dr. Chitrlekha Kotian (Vice principal)	
Dr. Sanchita Datta (Vice principal)	
Dr. Aqeela Qureshi (Faculty)	
Dr. Tabassum Khan (Faculty)	
Mr. Kamal Rohra (Faculty)	
Ms. Anita Dhareshwar (Office staff)	




Principal
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Royal College of Arts, Science & Commerce

Action Taken Report

Minutes of IQAC Meeting held on 09/05/2024

1. Alumni suggestions are on hold due to preparation for implementation of autonomous status and NEP -2020.
2. The following Optional Electives were short listed for implementation from the next academic year at FY level.

Semester I	Semester II
Web Designing	Plants in Everyday life-A Botanical Exploration
Basics of HRM	Indian Financial Systems
Financial Literacy	Basics of HRM-II
Personal Effectiveness	Cyber Law and IPR
E-Commerce and Digital Marketing	Auditing
Data Analytics using Excel	IT Platforms tools and practices
Chemistry in everyday life	Google workplace
Quantitative aptitude I-	Descriptive Statistics-II
Descriptive statistics I	Food safety and hygiene
Nursery and Gardening	Welfare State
Know your society	Introduction to disaster management
	Social Effectiveness



Ms. Zamanat Fatma Syed
IQAC Coordinator



Prof. (Dr.) Kalpana Patankar Jain
Principal

Principal
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09/05/2024

IQAC NOTICE

An IQAC meeting will be held on Tuesday, 14th May 2024 at 11.00 am. in Founder Sir's room to continue with the discussion on Verticals in NEP Credit Structure for First Year.

[Handwritten signature]

IQAC Co-ordinator

[Handwritten signature]

Principal

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



IQAC Members

Name	Signature
Prof. Kalpana Patankar Jain (Principal)	<i>[Handwritten signature]</i>
Mrs. Kamala Arunachalam (Management)	<i>[Handwritten signature]</i>
Mrs. Maleka Bootwala (Management)	<i>[Handwritten signature]</i>
Ms. Zainab Valikarimwala (Management)	<i>[Handwritten signature]</i>
Ms. Afroz Shattari (Management)	<i>[Handwritten signature]</i>
Mrs. Zamanat Fatma Syed (IQAC Coordinator)	<i>[Handwritten signature]</i>
Dr. Chitralekha Kotian (Vice Principal)	<i>[Handwritten signature]</i>
Dr. Sanchita Datta (Vice Principal)	<i>[Handwritten signature]</i>
Dr. Aqeela Qureshi (Faculty)	<i>[Handwritten signature]</i>
Dr. Tabassum Khan (Faculty)	<i>[Handwritten signature]</i>
Mr. Kamal Rohra (Faculty)	<i>[Handwritten signature]</i>
Ms. Anita Dhareshwar (Office Staff)	<i>[Handwritten signature]</i>
Mr. Chirag Shah (Alumni)	-
Mrs. Archana Jethi (Parent)	-
Ms. Mithani Suhana (Student)	-

PR0524

Royal College of Arts, Science & Commerce

Minutes of IQAC Meeting

Date: 14/05/2024

Time: 11.00 am

Venue: Founder Sir's Room

Members in attendance:

Prof. Kalpana Patankar Jain (Principal)
Mrs. Kamala Arunachalam (Management)
Mrs. Maleka Bootwala (Management)
Ms. Zainab Valikarimwala (Management)
Ms. Afroz Shattari (Management)
Mrs. Zamanat Fatma Syed (IQAC Coordinator)
Dr. Chitrlekha Kotian (Vice Principal)
Dr. Sanchita Datta (Vice Principal)
Dr. Juliet Miranda (Faculty)
Dr. Aqeela Qureshi (Faculty)
Dr. Tabassum Khan (Faculty)
Mr. Kamal Rohra (Faculty)
Ms. Anita Dhareshwar (Office Staff)

Following points were discussed with respect to implementation of NEP and autonomy at FY level from the academic year 2024-2025

1. It was resolved the following Co-curricular Courses will be offered in second semester for 2 credits.

CC	Comment
NSS	One batch of 100 students can be offered NSS. The other batch will be kept reserved for SY and TY
NCC	As per availability of seats
Department specific co-curricular activities	Depending on no. of students willing to enrol, departments will plan activities
FACC	To plan one /two courses
Sports	Coaching for one/two games eg. Volley ball

2. Assessment for CC will be completely internal.
3. Complete course structure should be prepared including course title; objective, expected outcome, course content/activity, assessment pattern. A record of activity conducted and hours completed needs to be maintained with signatures of students and incharge teacher.
4. Google forms may be used for granting optional subjects such as VSC, SEC, CC.

Meeting ended with vote of thanks to the chair.

Following members were present for the meeting.

Name	Signature
Prof. Kalpana Patankar-Jain (Principal)	<i>[Signature]</i>
Mrs. Kamala Arunachalam (Management)	<i>[Signature]</i>
Mrs. Maleka Bootwala (Management)	<i>[Signature]</i>
Ms. Zainab Valikarimwala (Management)	<i>[Signature]</i>
Ms. Afroz Shattari (Management)	<i>[Signature]</i>
Mrs. Zamanat Syed (IQAC Co-ordinator)	<i>[Signature]</i>
Dr. Chitrlekha Kotian (Vice principal)	<i>[Signature]</i>
Dr. Sanchita Datta (Vice principal)	<i>[Signature]</i>
Dr. Aqeela Qureshi (Faculty)	<i>[Signature]</i>
Dr. Tabassum Khan (Faculty)	<i>[Signature]</i>
Mr. Kamal Rohra (Faculty)	<i>[Signature]</i>
Ms. Anita Dhareshwar (Office staff)	<i>[Signature]</i>

[Signature]



[Signature]
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Royal College of Arts, Science & Commerce
Action Taken Report
Minutes of IQAC Meeting held on 14/05/2024

Strategies for implementation of Co-curricular courses and VSC/ SEC to be implemented at FY level from next academic year under NEP-2020 were discussed and recorded.



Ms. Zamanat Fatma Syed
IQAC Coordinator



Prof. (Dr.) Kalpana Patankar Jain
Principal

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