


IQAC NOTICE


A meeting of IQAC members will be held on Thursday, 14th June 2024 at 11.00 am. in Founder Sir's room.












Agenda Points:

1. Approval of Academic Calendar for the year 2024-25. (20 min)
2. Planning of Professional Development activity for teaching and non-teaching staff (20 min)
3. Review of remaining matrices of AQAR manual for Autonomous Colleges (40 min)
4. Any other point with permission of the chair


 IQAC Co-ordinator
 CO-ORDINATOR
 ROYAL COLLEGE
 IQAC Members




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

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. Radhika D'souza (Faculty)	
Ms. Renu Khandelwal (Faculty)	
Dr. Gunwanti Negi	-
Mr. Abdul Chaudhary (Faculty)	-
Ms. Anita Dhareshwar (Office Staff)	

Royal College of Arts, Science & Commerce

Minutes of IQAC Meeting

Date: 14/06/2024

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. Chitralkha Kotian (Vice Principal)

Dr. Sanchita Datta (Vice Principal)

Dr. Aqeela Qureshi (Faculty)

Dr. Tabassum Khan (Faculty)

Mr. Kamal Rohra (Faculty)

Ms. Radhika D'souza

Ms. Renu Khandelwal

Dr. Abdul K. Chaudhary

Dr. Gunwanti Negi

Ms. Anita Dhareshwar (Office Staff)

Agenda points:

- 1) Principal Prof. Kalpana Patankar welcomed all new members inducted in IQAC namely Ms. Renu Khandelwal, Ms. Radhika, Dr. Gunwanti Nagi and Dr. Abdul Chaudhary.
- 2) It was resolved to conduct following IQAC activities
 - i. Workshop on Measurement of CO attainment to be held in July 2024. The resource person for the workshop would be Dr. Kumkum Saxena from Thadomal Shahani Engineering College. The workshop will be open to our collaborating colleges and cluster colleges. There will be no registration fee charged.
 - ii. This first introductory workshop on CO attainment to be followed by department specific sessions on CO attainment
 - iii. FDP or conference / Seminar related to NEP to be held in first week of February 2025. FDP should be approved by UGC/ PMMMNTT.
 - iv. Workshop on safety & work culture for non-teaching staff: This workshop will be open to nearby colleges of our cluster also. Registration fee was decided to be 250. It was suggested to keep the workshop before 10/7/2024 (before commencement of FYBSC practical)



- v. Workshop on Laboratory Instrument care and maintenance for Lab staff
To be held on 5/ 10/2024.
Resource persons from WRIC
Registration fee for participants from outside college to be Rs 250/-
 - vi. Workshop on fire safety for 2024 for students / teaching & non-teaching staff.
- 3) It was suggested that as we are implementing NEP, purchase of reference book over text books for the college library should be emphasized.
 - 4) It was informed that we would be signing MOU with Ismail Yusuf college .
 - 5) Annual calendar for academic year 2024-25 was discussed and adopted by members with few modifications.

The meeting ended with vote of thanks to the chair.

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. Chitralekha Kotian (Vice principal)	
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Ms. Radhika D'souza	
Ms. Renu Khandelwal	
Dr. Abdul K. Chaudhary	-
Dr. Gunwanti Negi	-
Ms. Anita Dhareshwar (Office staff)	





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ROYAL COLLEGE OF ARTS, SCIENCE & COMMERCE

Empowerment through Value Education

(A Minority Autonomous Institution Affiliated to University of Mumbai)

Re-accredited 3rd Cycle by NAAC with 'A' Grade
'One District One Green Champlon' Award (MGNCRE)
Best College Award by University of Mumbai

Royal College of Arts, Science & Commerce (Autonomous)

ACTION TAKEN REPORT

IQAC meeting held on 14/06/2024

- 1) A workshop on "Measurement of Attainment of Course Outcomes" was conducted on 26th June 2024. It was attended by faculty members from our college, a collaborating college, and cluster colleges. Total 47 participants took part in the workshop. Dr. Kumkum Saxena (Associate Professor, TSEC) and Dr. Sameena (Associate Professor, TSEC) were the resource persons.
- 2) An Interactive Session on "Effective Question Paper Setting for Attainment of Course Outcome" was held on 24th September 2024. The resource person was Dr. (Mrs.) Sybil Thomas (Professor, Dept of Education, University of Mumbai). 39 faculty members from our college and a faculty from neighbouring college participated in the activity.
- 3) An online workshop titled "AI Tools in Teaching" to boost integration of technology in education, was organized by the science departments of Royal College and IQAC on 15th February 2025 in collaboration with Acumen Foundation. It was held in online mode. 243 participants across the nation participated in the workshop.
- 4) 'Demonstration of a Fire Safety Hydrant' was held on 19th April 2025 for teaching and non teaching staff of the college. The demonstration was conducted by four resource persons from Hussain Bhai Enterprises, a firm specializing in fire safety systems.
- 5) Workshop on Laboratory Instrument care and maintenance for laboratory staff was postponed to the next academic year due to unavailability of adequate time span for engaging the stakeholders.

IQAC Coordinator

CO-COORDINATOR
ROYAL COLLEGE



Principal

ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
Penkarpada, Mira Road,
Dist. Thane - 401 107

Royal College of Arts, Science & Commerce (Autonomous)

30/08/2024

IQAC Notice

A meeting of all members of the team for the preparation of AQAR 23-24 will be held on 02-09-24 in Room No. 117 at 12.30 pm.

Agenda for the meeting:

- Reconfirmation of criteria wise teams for AQAR 23-24 and redistribution of the criteria for AQAR 24-25 keeping in view the implementation of expected 10 point Binary Accreditation System.
- Time line for AQAR 23-24 preparation and submission with minor changes
- Any other point with permission of the chair



IQAC Coordinator

CO-ORDINATOR
ROYAL COLLEGE



Principal

Principal
ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
Penker Road, Mulund,
Dist. Thane, Pin- 401107

Royal College of Arts, Science & Commerce (Autonomous)

Minutes of IQAC Meeting

Date: 02/09/2024

Time: 12.30 pm

Venue: Room No. 117

Members in attendance:

Prof. Kalpana Patankar Jain (Principal)

Mrs. Zamanat Fatma Syed (IQAC Coordinator)

Dr. Chitrlekha Kotian (Vice Principal)

Dr. Sanchita Datta (Vice Principal)

Ms. Vilasini Gaode

Dr. Aqueela Qureshi

Ms. Renu Khandelwal

Ms. Delphine Periera

Ms. Komal Wategaonkar

Ms. Rita Duraipandi

Mr. Farhaan Maqba

Dr. Vinod Panchal

Dr. Shivangi Tiwari

Ms. Pooja Fernandes

Ms. Anita Dhareshwar

Ms. Suvidha Naik

Dr. Nandini Kachhap

Ms. Radhika D'souza

Dr. Tabassum Khan

Ms. Ritika Lala

Dr. Gunwanti Sinwal

CA Kamal Rohra

Dr. Ravishree Mishra

Mr. Abdul Kayum Chaudhary

Ms. Zara Khan

Ms. Amna H.

Ms. Amruta Shirke

Agenda points discussed:

- Criteria wise team for AQAR 23-24 was confirmed with minor changes.
- Since the number of criteria in the new binary system is expected to be 10 instead of 7, teams were realigned considering old and new systems without much change in actual area of team focus.
- Time line for AQAR Submission

Criteria wise report submission- Criteria wise reports based on Department reports, Activity reports submitted by Clubs/ Committees/ Association and office data to be uploaded in the designated IQAC drive by 05-10-24

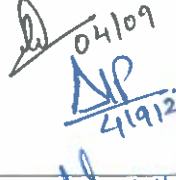
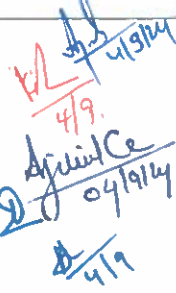
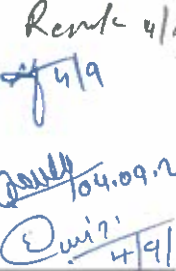
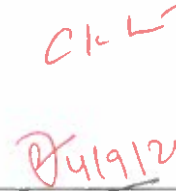

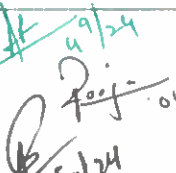
1. Review by the core committee- 19-10-24
2. Final updated report submission-13-11-24
3. Report presentation to CDC-15-11-24
4. Final Submission to NAAC-16-12-24

The meeting ended with vote of thanks to the chair.



02/09/2024

AQAR Criteria wise Committee Meeting

Name	AY 2024-25	Signature
Dr.Nandini K Ms. Ritika L Ms. Komal W	I- Curriculum	 04/9/24
Ms. Vilasini G. Dr. Gunwanti N Ms. Delphine P Ms. Rita D.	II- Faculty resources V-Learning and teaching	 04/09 4/9/24 4/9/24
Dr.Aqueela Q Mr.Kamal R Ms. Amruta S. Dr.Ravishree M. Ms. Anita D	III- Infrastructure, IV-Financial Resource and Management	 4/9/24 4/9/24 4/9/24
Ms.Renu K. Mr. Farhaan M. Dr. Tabassum K Mr. Abdul C Ms. Suvidha N	VI- Extended curricular engagement VIII- Students Outcomes Part A (College data)	 4/9 10/04/09/24 4/9/24
Ms. Zamanat S Dr. Chitralkha K Ms. Zara K Dr. Shivangi T.	Part A (Qualitative) + VII- Governance and administration	 4/9/24
Dr. Sanchita D. Dr., Vinod P.	IX Research and Innovation	 4/9/24
Ms. Radhika D. Ms. Pooja F Ms. Amna H	X Sustainability and Green initiatives	 4/9/24 4/9/24



04/09/24

Principal
ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
Per. No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000



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Best College Award by University of Mumbai

Royal College of Arts, Science & Commerce (Autonomous)

ACTION TAKEN REPORT

IQAC meeting held on 02-09-24

- AQAR was presented to CDC 14-12-24 and submitted to NAAC on 15-01-25.

IQAC Coordinator

CC-COORDINATOR
10/22
ROYAL COLLEGE



Principal

Principal
ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
Penkarpada, Mira Road (E),
Dist. Thane - 401 107.

Royal College of Arts, Science & Commerce

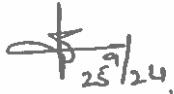
25/09/2024

Notice for IQAC Meeting

A meeting of all IQAC members will be held on Friday 04th October 2024 at 10.30 am in Founders Sir's room.

Agenda for the meeting

1. Approval of the last IQAC meeting held on 14/06/2024.
2. National conference on 'Role of library in Quality Enhancement & NAAC accreditation.'
3. Measurement of CO attainment-further course of action
4. Enhancement of feedback system
5. SOP for uploading documents on college website
6. Any other point with permission of the chair

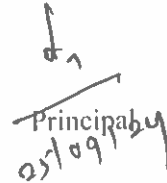

25/9/24

IQAC Coordinator

CO-ORDINATOR

ROYAL COLLEGE




Principal
25/09/24

ROYAL COLLEGE OF ARTS
SCIENCE & COMMERCE
Pen. No. 11/11/187,
Dist. Thane, Pin-401187.

Royal College of Arts, Science & Commerce (Autonomous)

Minutes of IQAC Meeting

Date:04/10/2024

Time: 10.30 am

Venue: Founder Sir's Room

Following IQAC members attended the meeting

1. Prof (Dr) Kalpana Patankar Jain (Principal)
2. Ms.Zainab Vallikarimwala (Management Representative)
3. Ms. Maleka Bootwala (Management Representative)
4. Ms Kamala Arunachalam (Management representative)
5. Ms. Afroz Shattari (Management representative)
6. Ms.Zamanat Syed (IQAC Co-ordinator)
7. Dr. Chitrlekha Kotian (Vice principal)
8. Dr. Sanchita Datta (Vice principal)
9. Dr. Aqeela Qureshi (Faculty)
10. Dr. Tabassum Khan (Faculty)
11. Mr. Kamal Rohra (Faculty)
12. Ms Radhika D ' Souza (Faculty)
13. Ms Renu khandelwal (Faculty)
14. Dr Abdul K Chaudhary(Faculty)
15. Dr Gunwanti Negi (Faculty)
16. Ms. Anita Dhareshwar (Sr. Administrative staff)
17. Mr Ketan Chauhan (Student representative)

Following points were discussed:

- 1) Minutes of IQAC meeting held on 14 June 2024 was approved by all.
- 2) Mr Ketan Chauhan (NCC Cadet Class SYBA) appointed as student representative on IQAC, gave the following suggestions:
 - Students must be told about the significance of participating in placement drive. Students who register for the placement drive but fail to attend should be asked to provide a valid reason to help ensure better planning and accountability.
 - Courses such as Data Analytics to be introduced to improve students employability
 - Sports Coach to be appointed to train students for competitions at the university and the intercollegiate level
- 3) Ms. Anita Agarwal Bajaj, an entrepreneur was appointed as a local community representation on IQAC. She is also an alumna of the college.
- 4) College will be organizing National conference on "The Role of library in Quality enhancement and NAAC accreditation" on 8/02/2025. It was decided to have one



resource person from outside Maharashtra state who will connect online, and two resource persons who will attend offline.

This conference will be in association with Knowledge Resource Centre, University of Mumbai. It will be open to library staff, library Science students & IQAC members of various colleges. The Registration fee for the conference was decided to be

Participation fee : ₹ 500/-for students & ₹ 700/- for Library staff/ Faculty members

Oral/ poster presentation: 700/-for students & ₹ 1000/- for Library staff / Faculty members

It was decided to keep poster presentation in offline mode & oral presentation in hybrid mode

- 5) In order to implement the recommendations made in the workshop on 'Measurement of CO Attainment,' it was decided that question papers for all FY classes (Major and Minor components) will be set according to Bloom's Taxonomy. Paper setters should indicate the CO number and cognitive level as per Bloom's Taxonomy against each question. The same should be filed and maintained at the department level. The calculation of CO attainment will begin only after the papers are assessed to ensure that results are declared on time. Marks for each sub-question should be entered separately to facilitate CO measurement.
- 6) Gyan manthan –the inter collegiate fest will be on 10th & 11th December 2024.
- 7) It was decided that the term "Autonomous" must be mentioned below the college name on all banners, posters, brochures, etc. In question papers, "Autonomous" should be placed in brackets below the college name.
- 8) Workshop on use of lab equipments and workshop on safety ethics will be organized for non-teaching staff in second term
- 9) College website to be updated covering all events organized by college on Real Time basis.
- 10) AQAR criteria incharges must ensure that evidences which are uploaded must be properly scanned and the images are clear and legible
- 11) Feedback System Enhancement
 - It was decided to improve upon feedback mechanism by also focusing on Analysis and Action taken report on feedback received from students and other stakeholders.
 - Feedback to cover various stakeholders including employers for students who are on job or internships. IQAC will design the feedback form and share with the departments who will communicate with the employers through official email of college.
 - Feedback also needs to be taken for office staff and class IV staff.
 - Feedback on library will be taken from students by the Librarian through library blog.
 - Feedback covering infrastructure, administration, class IV support staff and other amenities will be administered in SY classes
 - In addition to lab. attendants, feedback will also be taken from teachers for IT technicians, library resources, library staff and office staff.



- It was decided that every teacher will download TAQ feedback from the portal and discuss her/his strengths/weaknesses with HOD. The HOD shall prepare a report and submit the same to the Principal. The HOD must add remarks towards improvement measures to be initiated.
- TAQ for only 2 teachers to be administered to students at a time so that they get adequate time.
- It was decided that in November end, TAQ feedback must be taken for first term and for second term in Feb 3rd / 4th week. For the Admin staff feedback to be taken once a year.
- Self-Assessment form to be submitted by teachers for Academic year 2023-24 by November end.
- It was decided that Analysis of feedback and ATR will be discussed in the next IQAC meeting.

Meeting ended with vote of thanks to the chair

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. Radhika D'souza	
Ms Renu Khandelwal	
Mr Abdul K. Chaudhary	
Dr. Gunwanti Negi	
Ms Anita Dhareshwar (Office staff)	





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Empowerment through Value Education

(A Minority Autonomous Institution Affiliated to University of Mumbai)

Re-accredited 3rd Cycle by NAAC with 'A' Grade
'One District One Green Champion' Award (MGNCRE)
Best College Award by University of Mumbai

Royal College of Arts, Science & Commerce (Autonomous)

ACTION TAKEN REPORT

IQAC meeting held on 04/10/2024

- 1) As per the suggestion made by Mr. Ketan Chauhan, the students' representative, a pre-placement drive talk was conducted to help students understand its benefits and take the interview process seriously.
- 2) Based on the feedback from Mr. Ketan Chauhan, other stakeholders, and the growing need for technology-driven courses, the College has planned to introduce M.Sc. Data Science from the next academic year.
- 3) IQAC and C.G. Poonawalla Knowledge Resource Centre of Royal College of Arts, Science and Commerce in collaboration with Knowledge Resource Centre, University of Mumbai organized a one-day National Conference on "The Role of Library in Quality Enhancement and NAAC Accreditation" on Saturday, 08th February, 2025. 67 delegates from across the nation participated in the conference.

The conference received positive feedback and the participants found the sessions informative and helpful in preparing for NAAC accreditation. The average rating of overall quality of the keynote address, technical sessions and oral presentations was 4 on a scale of 5.

A special issue of International Research Fellows Association's RESEARCH JOURNEY (Peer Reviewed, Referred & Indexed Research Journal, E-ISSN : 2348-7143, Issue 357-April – 2025) dedicated to the conference was published.

- 4) Workshop on use of lab equipment for non-teaching staff could not be held due to time constraint and it will be organized in beginning of the next academic year.
- 5) College website updation is underway.
- 6) The feedback system of the college was revamped. Feedback questionnaire for TAQ (Teacher Assessment Questionnaire), NTAQ (Non Teaching Assessment Questionnaire) and employer feedback were revised. New feedback questionnaire covering infrastructure, administration, class IV support staff and other amenities were



administered to SY classes. Feedback were also be taken from teachers for IT technicians, library resources, library staff and office staff.



IQAC Coordinator



Principal

CO-ORDINATOR
IT
ROYAL COLLEGE



Principal
ROYAL COLLEGE OF ARTS,
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Royal College of Arts, Science & Commerce (Autonomous)

25/02/2025

Notice for IQAC Meeting

A meeting of all IQAC members will be held on Friday 7th March 2025 at 10.30 am in Founders Sir's room.

Agenda for the meeting

1. Approval of the minutes of the last IQAC meeting held on 04/10/2024.(5min)
2. Workshop for calculation of CO attainment for First Year Major Course (5min)
3. Organization of Career Fare by IQAC in collaboration with the College Placement Cell (5 min)
4. Workshop / Seminar in Collaboration with IQAC cluster. (10min)
5. Professional development / welfare programme for non- teaching staff. (10min)
6. Inclusion of the College Librarian in IQAC (5min)
7. AAA and IDP to be taken up in the next academic year.(20 min)



IQAC Coordinator

CC-COORDINATOR
ROYAL COLLEGE



Principal

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

Royal College of Arts, Science & Commerce (Autonomous)

Minutes of IQAC Meeting

Date:07/03/2025

Time: 10.30 am

Venue: Founder Sir's Room

Following members of IQAC attended the meeting

1. Prof (Dr) Kalpana Patankar Jain (Principal)
2. Ms.ZainabVallikarimwala (Management Representative)
3. Ms. Maleka Bootwala (Management Representative)
4. Ms Kamala Arunachalam(Management representative)
5. Ms. Afroz Shattari (Management representative)
6. Ms.Zamanat Syed (IQAC Co-ordinator)
7. Dr. Chitrlekha Kotian (Vice principal)
8. Dr. Sanchita Datta (Vice principal)
9. Dr. Aqeela Qureshi (Faculty)
10. Dr. Tabassum Khan (Faculty)
11. Mr. Kamal Rohra (Faculty)
12. Ms Radhika D * Souza (Faculty)
13. Ms Renu khandelwal (Faculty)
14. Dr Abdul K Chaudhary(Faculty)
15. Dr Gunwanti Negi (Faculty)

- 1) Minutes of last meeting was read and approved by all members.
- 2) IQAC Coordinator shared the details of national conference on "Role of library in Quality enhancement and NAAC accreditation" held on 8/1/2025
 - 35 Research papers were presented by various delegates.
 - Total collection from registration fees was INR 52900/- and total expenses INR 62760/- including research publications.
 - Papers received from delegates are being reviewed and by May 25 the papers will be published .
- 3) It was decided that one workshop on CO attainment will be planned. In mean time videos and handbook will be shared with teachers so that they can orient themselves on how to measure CO attainment. The min percentage of attainment is 60. Dr Aqeela will share the handbook on CO attainment measurement.
- 4) Workshop on laboratory instrument maintenance and care for non teaching staff will be planned in due course. Workshop on lab safety will be organized in mid of July 2025 and it shall be open for other colleges.
- 5) Workshop on fire safety alarm system demonstration will be conducted in April 25 for teachers and non teaching staff. Separate workshop will be conducted for students once they resume back



- 6) It was decided to arrange financial awareness seminar for nonteaching staff by Mr., Mitesh IQAC member of K.J Somaiya college in month of April 2025 in association with BSE
- 7) Talk by Dietician Ms, Vaidehi will be organized for teaching & nonteaching staff in June 2025.
- 8) Staff welfare committee for office will organize indoor and outdoor sports in month of April for nonteaching staff.
- 9) It was decided in order to enhance & improvise feedback Mechanism revised TAQ form will be prepared and even feedback from for library, Admin staff and nonteaching staff will be modified.
- 10) It was agreed that exit questionnaire will be modified it shall be administered for SY student so that by the time SY comes to TY they can visualize the improvement in college facilities and infrastructure. The feedback form for all SY students will be uniform for all streams which shall be including department centric question also. The feedback from SY students can be taken between 2/4 to 10/4/2025. It was decided that Mr Abdul will be design Google feedback form for lab staff/ office staff and class IV Staff as well as IT technicians so that auto analysis of feedback is facilitated. This feedback form will be filled by teachers as feedback for office & IT staff. It was decided that feedback for class IV will be generally administered and not on individual basis as duties of class IV keep on changing
- 11) TAQ (feedback) for teacher will be shared by 20/4/2025 and teacher can download the TAQ feedback and fill up new CAS form (including self finance course teachers) by June 25 for academic year 2024-25
- 12) Feedback form for library will be prepared by Ms Amruta (librarian)
- 13) It was informed that Ms. Suvidha & Ms. Rasika in office are members of office staff welfare committee
- 14) It was decided to arrange career fair with Placement cell.
- 15) It was resolved that members of various administrative and statutory committees shall continue in same committees from academic year 2024-2025 to 2028-2029.
- 16) In order to get orientation on new NAAC guideline for autonomous college a workshop was planned with Dr Piyush Pahadeas the resource person.
- 17) It was agreed that librarian to be included on board of IQAC.
- 18) It was decided to conduct academic and administrative audit in September 2025.
- 19) IQAC coordinator informed that institution development plan guidelines have got revised in 2024-25 and the college must propose the new plan of development as per the guidelines.

Meeting ended with vote of thanks to the chair





Devoted to Serve

ROYAL COLLEGE OF ARTS, SCIENCE & COMMERCE

Empowerment through Value Education

(A Minority Autonomous Institution Affiliated to University of Mumbai)

Re-accredited 3rd Cycle by NAAC with 'A' Grade
'One District One Green Champion' Award (MGNCRE)
Best College Award by University of Mumbai

Royal College of Arts, Science & Commerce (Autonomous)

ACTION TAKEN REPORT

IQAC meeting held on 07/03/2025

- 1) Videos and handbook were shared with teachers to facilitate measurement of CO attainment. FYBSc (NEP) courses.
- 2) 'Demonstration of a Fire Safety Hydrant' was held on 19th April 2025 for teaching and non teaching staff of the college
- 3) Staff welfare committee for office organized indoor and outdoor sports in month of April for nonteaching staff.
- 4) TAQ feedback was reviewed and analyzed by individual teachers, and any necessary corrective actions were discussed with the respective Heads of Departments and the Principal.
- 5) A placement drive participated by 7 companies was held on 17th April 2025. The drive was preceded by a preplacement talk.
- 6) Members of the administrative and statutory committees have been retained in their respective committees for the upcoming academic year.
- 7) The workshop on new NAAC guideline for autonomous college will be held in June-July 2025.
- 8) The academic and administrative audit will be conducted in the next academic year.
- 9) A meeting of various stakeholders was held to discuss IDP. The suggestions made in the meeting are presently under consideration of the management.

IQAC Coordinator

CO-ORDINATOR
ROYAL COLLEGE



Principal

Principal
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