

Royal College of Arts, Science & Commerce (Autonomous)

01/07/2025

Notice for IQAC Meeting

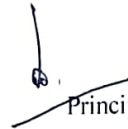
A meeting of all IQAC core team with criteria in-charges will be held on Tuesday, 8th July 2025 at 10.30 am in Founder Sir's room.

Agenda for the meeting

1. Discussion on IDP. Please discuss the potential quality enhancement points with your team and come prepared with your suggestions for the meeting.



IQAC Coordinator



Principal

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



Prof. A. E. Lakdawala
The Founder & Chairman

Since 1989



Devoted to Serve

Royal Higher Education Society's

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

Minutes of IQAC Meeting

Date: 08/07/2025

Time: 11.45 am to 2.00 pm

Venue: Founder Sir's Room

Members in attendance:

Prof. Kalpana Patankar Jain (Principal)
Ms. Zainab Valikarimwala (Management)
Mrs. Zamanat Fatma Syed (IQAC Coordinator)
Dr. Sanchita Datta (Vice Principal)
Mr. Kamal Rohra (Faculty)
Dr. Nandini Kachhap (Faculty)
Ms. Renu Khandelwal (Faculty)

Mrs. Maleka Bootwala (Management)
Ms.. Afroz Shattari (Management)
Dr. Chitralekha Kotian (Vice Principal)
Dr. Aqeela Qureshi (Faculty)
Ms. Vilasini Gaode (Faculty)
Ms. Radhika D'souza (Faculty)

Agenda point:

Discussion on IDP

A meeting of IQAC core team with the seven criteria in-charges was held to discuss the Institutional Development Plan (IDP).

The IQAC Coordinator emphasized the need and significance of the IDP. She explained how it differs from the college's existing strategic plan and outlined the steps involved in preparing the IDP.

Each criterion in-charge, having already reviewed the plan within their respective areas with their team, made specific suggestions which have been forwarded to the college board of trustees for review.

Meeting concluded by vote of thanks to the chair



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

Royal College of Arts, Science & Commerce

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

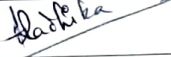
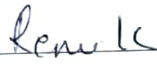
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Each criterion in-charge, having already reviewed the plan within their respective areas with their team, made specific suggestions which have been forwarded to the college board of trustees for review.

Meeting concluded by vote of thanks to the chair



Following members were present for the meeting.

Name	Signature
Prof Kalpana Patankar Jain (Principal)	
Mrs. Maleka Bootwala (Management)	
Ms Zainab Valikarimwala (Management)	
Ms. Afroz Shattari (Management)	
Mrs. Zamanat Syed (IQAC Co-ordinator)	
Dr Chitralkha Kotian (Vice principal)	
Dr Sanchita Datta (Vice principal)	
Dr Aqeela Qureshi (Faculty)	
Mr. Kamal Rohra (Faculty)	
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01/07/2025

Action Taken Report IQAC Meeting held on 8th July 2025

Institutional Development Plan is under perusal with the College management.

IQAC Coordinator

Principal



Principal
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PENKAR PADA, MIRA ROAD,
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Royal College of Arts, Science & Commerce (Autonomous)

4/07/2025

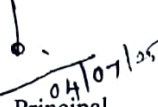
Notice for IQAC Meeting

A meeting of all IQAC members will be held on Monday 14th July 2025 at 10.30 am in Founders Sir's room.

Agenda for the meeting

1. Review of IQAC activities conducted during the last academic year (15min)
2. Approval of the Academic Calendar for the year 25-26. (10 min)
3. IQAC activities and initiatives for the year 25-26 (30 min)
(Please come prepared with your suggestions)
4. Schedule for conducting Academic and Administrative Audit (10min)
5. Any other point with permission of the chair


4/7/25
IQAC Coordinator


04/07/25
Principal



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Minutes of IQAC Meeting

Date: 14/07/2025

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. Chitralekha 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 D. (Sr Administrative staff)

Minutes of IQAC Meeting held on 14 July 2025 in

Agenda Points:

1. A review of IQAC activities held during the year 2024-25 was presented by the IQAC coordinator. The review report is enclosed with the minutes.
2. Academic calendar was held back to incorporate necessary changes and will be implemented after the changes are made.
3. IQAC initiatives suggested for the year 2025-2026
 - Workshop on binary accreditation by Dr. Peeyush Pahade
 - Workshop on CO attainment calculation-26/07/25
 - Workshop on "Leadership skill development-
 - Non-teaching staff activity on work ethics
 - International conference in collaboration with WDC & Arts Departments based on the theme "Women: emotional and physical health, hygiene and legal rights-17/01/2026
4. Academic and administrative audit will be held in the first week of March 2026 for two academic years; 2024-25 and 2025-26.



Other points:

1. AQAR 2024-2025 submission time line:
 - Departmental & Office report-30/06/25
 - Additional Information-30/7/25
 - Criteria wise report-1/8/25 to 31/ 8/ 25
 - Revision:-1/9/25 to 30/09/25
 - Final Approval and submission-/11/25
 2. Ms. Kamala Arunachalam suggested that we can promote TY students as mentors for FY/ SY students.
 3. Prof. A. E. Lakdawala (Founder Principal and Chairman of the college trust) informed that an advisory council for our college has been set up and it consists of
 - Dr. Krutika Desai- Principal, Mithibai College Krtikaben Desai
 - Dr. Rajendra Shinde-Ex-Principal Xaevier College
 - Dr. Debajit Sarkar-Principal Raheja College
 4. A workshop on the use of Onfees software for CO attainment calculation will be conducted by the software provider in the month of June/ July 2025.
 5. Computer systems of high configuration will be provided for IQAC and result committee documentation work.
 6. It was decided to felicitate five students who successfully completed NPTEL courses on Teachers Day to encourage other students to enroll for NPTEL / Swayam courses.
- Meeting ended with vote of thanks to the chair

Members

Signature

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. Chitralkha Kotian (Vice principal)
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16. Ms Anita D. (Sr Administrative staff)



Royal College of Arts, Science & Commerce (Autonomous)

Review of IQAC Activities 2024-2025

1. IQAC conducted a series of meetings to understand and discuss the expectations linked to autonomous status. The first meeting of this series was held on 2nd Aug. '23 and the last one on 14th June 24. These discussions which were **guided by the SSR Manual for Autonomous Colleges and the corresponding SOPs**, helped define revised benchmarks which were communicated during HOD meeting held on 13th July 2024 and later at individual level by the Principal and IQAC coordinator. Some initiatives were implemented successfully, others partially and few still remain to be implemented. We need to continue working for complete implementations of these.

Some significant implementations where more effort is needed include the following

- Revision of Feedback system- Feedback questionnaire for TAQ, NTAQ Library assessment and Employer Assessment of Student Employees were revised. A new Feedback form on infrastructural facilities was designed and administered to Second Year students.
However analysis of these feedback is pending. We have now assigned in-charges for the same to complete the full circle.
- Policy documents related to admission, examination and research have been updated. Document related to general administration and governance and statutory bodies is done but approval of organogram is pending.
- The goals and objectives of the college were realigned as per autonomous status and NEP.
- A fund of ₹1 lakh was allocated to support a research project by the faculty. The Research Advisory Council drafted detailed guidelines and invited research proposals but no proposal received so far
- In addition to the eight existing MOUs and two existing linkages, which continued to remain active, the institution signed three new MOUs, established three new linkages during the year. Three collaborations were done for organization of conference, workshop and seminar. Again maintenance of activities under these MOU needs to be streamlined.
- Many students from Computer Sc., Chemistry and Microbiology registered for SWAYAM Course and five appeared for exams. We have to work on increasing this no. at departmental levels

2. To emphasize Outcome-Based Education, the following steps were undertaken
 - ✓ IQAC prepared and shared guidelines for setting new syllabi to ensure alignment with expected outcome.
 - ✓ Course outcome for all FY syllabi were checked and improvements were suggested wherever needed.



- ✓ A workshop on "Measurement of Attainment of Course Outcomes" on 6th June 2024
 - ✓ A workshop on "Effective Question Paper Setting for Course Outcome Assessment" on 24th September 2024 organized by IQAC in collaboration with Staff and Student development committee.
 - ✓ A third workshop for actual calculation is pending. It could not be held due to staff being engaged in SY syllabus setting and exams. It is planned now.
3. A workshop on "AI tools for Teaching" was conducted on 15th February 2025 by Science departments & IQAC in collaboration with Seva Academy and Acumen Foundation.
 4. IQAC and our library 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 08th February, 2025. A total of 67 delegates participated in the conference.
 5. Research papers presented in the conference were published in a special issue of International Research Fellows Association's RESEARCH JOURNEY (International E-Research Journal, ISSN : 2348-7143). It is a Peer Reviewed, Referred & Indexed Journal. The special issue (Issue -357, April – 2025) was titled 'Recent Trends in Library Science.'
 6. AQAR for the year 2023-2024 was submitted on 15th January 2025.
 7. MOUs/ Linkages/ Collaboration

Organisation with which MoU was signed	Duration	Purpose
Think Monk EduTech Pvt. Ltd	1 year	For providing Teach Us-The college Intelligence App to manage the academic process of the Institute
Paryavaran Dakshata Mandal	2 years	For participating in and conducting environment related activities
Wildlifearc	2 years	For participating in and conducting environment related activities

Organisation with which Linkage was signed	Duration	Purpose
M/s Amreen & Co.(Linkage)	1 year	Internship
CA Namita Hemani Proprieter- N. N. H & Co. .(Linkage)	1 year	Internship
Microbiologist Society India .(Linkage)	1 year	For conducting co-curricular activities in collaboration



Organisation with which collaboration was done	Purpose
Knowledge Resource Centre, University of Mumbai	Organization of a one-day National Conference on "The Role of Library in Quality Enhancement and NAAC Accreditation" on 08 th February, 2025.
Seva Academy and Acumen Foundation	Organization of a workshop on "AI tools for Teaching" on 15 th February 2025
Y connect	A session on 'Women's hygiene and personality development' on 21 st Aug.' 2024



IQAC Coordinator



Principal

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IQAC Activities and Incharges for 2025-2026

Activity	In-charge	Responsibility
Feedback		
TAQ & Exit Questionnaire	Prof. Radhika Prof. Abdul Prof. Renu	To Administer TAQ & Exit questionnaire. To prepare a summary of TAQ administration. (Date of conducting and forwarding to faculty members etc) To prepare analysis report for EXIT questionnaire
Infrastructure Feedback	Prof. Zamanat	To Administer and prepare analysis report
Employer, Parent, Alumni & SSS feed back	Prof. Zamanat Dr. Gunwanti Negi	To collect analysis reports from respective committees and departments. To Prepare employer feedback analysis report
PBAS Scrutiny Committee	Dr. Chitra Dr. Sanchita Prof. Zamanat	To scrutinize and prepare scrutiny report
Data Management	Ms. Amruta Upreti	To organize and check data received (Activity reports, Departmental reports, Result analysis) To send reminders if needed
MOUs	Dr. Sanchita	To collect MOU copies and activity reports and check for renewal
Annual Report of IQAC	Prof. Zamanat	Report preparation
Minutes of IQAC meeting	Prof Kamal Prof. Zamanat	Writing of minutes
Action Taken Report for IQAC meeting	Prof. Zamanat	Writing of ATR

MOU In-charges (To submit the report of activities under MOU / Linkages to Dr. Sanchita by 30th April)

Organisation with which MoU is signed	Date of signing	Duration	Remark	In-charge
Child Help Foundation	8/31/2023	2 years	Renewal	Dr. Sanchita
Making the Difference	8/8/2023	2 years	Renewal	Dr. Seema N
Technology Management Consultants	9/8/2023	2 year	Renewal	Maleka Madam
Yoga Institute	8/1/2023	3 years	Continues	Zainab Madam
Excel R	9/11/2023	2years	Renewal	Prof. Ritika
National College	2/5/2024	2 years	Continues	Prof Vibha
Thakur Shamnarayan Degree College	9/10/2023	2 years	Renewal	Prof Zamanat
Mercy Memorial Trust	Feb-24	6 months	Renewal	Prof. Rita
Think Monk Edu Tech Pvt. Ltd	Dec 24	1 year	Discontinued	Maleka Madam
Wildlifearc		2 years	Continues	Prof Radhika
Paryavaran Dakshata Mandal		2 years	Continues	Radhika



Organisation with which Linkage is signed	Date of signing	Duration	Remark	Incharge
M/s Amreen & Co.	24-08-24	1 year	Renewal	Dr. Sanchita
CA Namita Hemani Proprieter- N. N. H & Co.	06-09-24	1 year	Renewal	CA Kamal
Minu Clinical Laboratory	16-06-22	2	Renewal	Prof. Zamanat
Abilash Oji & Associates	16-06-22	2	Renewal	CA Kamal
Microbiologist Society India	28-09-24	1		Prof. Vilasini

Criteria wise AQAR Committee

Criteria	
I	Dr. Nandini Kachhap Ms. Delphine Periera Ms. Ritika Lala Ms. Komal Wategaonkar
II	Ms. Vilasini Gaode Dr. Gunwanti Sinwal Ms. Rita Duraipandi Mr. Mustaqueem
III	Dr. Sanchita Datta Dr. Vinod Panchal CA Kamal Rohra
IV	Ms. Rugma Dr. Vibha Ms. Amruta Shirke Ms. Anita Dhareshwar
V	Ms. Renu Khandelwal Dr. Ravishree Mishra. Ms. Deepika S Dr. Tabassum Khan Ms. Suvidha Naik
VI	Dr. Chitrlekha Kotian Mr. Abdul Kayum Chaudhary Dr. Shivangi Tiwari Ms. Tulika
VII	Ms. Radhika D'souza Ms. Pooja Fernandes Ms. Amna Hussain
Part A	Ms. Zamanat Syed Ms. Zara Khan

IQAC Coordinator



Principal

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Royal College of Arts, Science & Commerce (Autonomous)

14/07/2025

Attendance for IQAC Meeting

IQAC Members

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)

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Mr. Kamal Rohra (Faculty)

Ms. Radhika D'souza (Faculty)

Ms. Renu Khandelwal (Faculty)

Mr. Abdul K. Chaudhary (Faculty)

Dr. Gunwanti Negi (Faculty)

Ms. Amruta Upreti

Ms. Anita Dhareshwar (Office Staff)

Ms. Anita Agarwal Bajaj (Entrepreneur)

Dr. Chirag Shah (Alumnus)

Mr. Ketan Kailas Chavan (Student)

Signature
10:30
14/07/25

Prakdawa

Jain
14/7/25

Kamala
14/7/25

Maleka
14/7/25

Zainab
14/7/25

Afroz
14/7/25

Zamanat
14/7/25

Chitrlekha
14/7/25

Sanchita
14/7/25

Aqeela
14/7/25

Tabassum
14/7/25

Kamal
14/7/25

Radhika
14/7/25

Renu
14/7/25

Abdul K
14/7/25

Gunwanti
14/7/25

Amruta
14/7/25

Anita Dhareshwar
14/7/25

Anita Agarwal
14/7/25

Chirag
14/7/25

Ketan
14/7/25

Rashmi
14/7/2025

Prakdawa
14/7/25

Prakdawa
14/7/25

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Action Taken Report

IQAC Meeting held on 14/07/2025

1. Academic calendar was presented in the Head of Departments meeting held in July 2025.
2. Workshop on binary accreditation by Dr. Peeyush Pahade was planned but had to be cancelled due to UGC public notice released on 02/09/2025 prohibiting any such awareness programme.
3. Workshops on CO attainment calculation using Onfees Software were conducted on 07/08/25 and 22/09/25.
4. An international conference on "Holistic Wellbeing of Women-Building on health, Dignity and Empowerment for an Inclusive Future" in collaboration with WDC - University of Mumbai was held on 17/01/2026.
5. Academic and administrative audit for academic years 2024-25 and 2025-26 has been scheduled on 11/04/2025. The external Peer team will consist of Dr. Vijay Dabholkar (Chairperson), Dr. Arvind Ubale and Dr. Anagha Tendulka.

Other points:

1. AQAR 2024-2025-data was collected in AQAR format but not submitted to UGC as the HEI portal has been closed till release of new revised guidelines.
2. Computer systems for IQAC and result committee were upgraded.
3. The students who successfully completed NPTEL courses were facilitated on Teachers Day.

IQAC Coordinator

Principal



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Royal College of Arts, Science & Commerce (Autonomous)

20/09/2025

Notice for IQAC Meeting

A meeting of IQAC core team will be held on Saturday, 26th September 2025 at 11.30 am in the Principal's room.

Agenda for the meeting

1. To plan the IQAC budget for the academic year 2025-2026.
2. Any other point with permission of the chair



IQAC Coordinator



Principal

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Minutes of IQAC Meeting

Date: 26/09/2025

Time: 12.30 pm

Venue: Principal's Room

Members in attendance:

1. Prof (Dr) Kalpana Patankar Jain (Principal)
2. Ms.ZainabVallikarimwala (Management Representative)
3. Ms. Maleka Bootwala (Management Representative)
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- 13.Ms Renu khandelwal (Faculty)
- 14.Dr Abdul K Chaudhary(Faculty)
- 15.Dr Gunwanti Negi (Faculty)

Agenda point:

Proposed IQAC Budget -2025-2026

1) International Conference

Expenditure

Particular	Amount
Hospitality (75x260)	19, 500
Resource Persons (10,000x3)	30, 000
Gift + TA (Guests)	10, 000
Stationery (260x 72)	18720
Panel Experts (2000x 8)	16, 000
Banners etc.	4000
certificates	1500
Volunteers (100x 25)	2500
Prizes (500x6)	3000
Photo and videography	10,000
Miscellaneous	10, 000
Total	1,25,220



Income

Registration fees

Students-10x400=4000

Scholars-700x20=14000

Professionals-1000x30=30000

Total-48000

2) Academic & Administrative Audit

Resource Persons-6000x3=18000

Hospitality-2500

Miscellaneous- 2000

Total- 22500

The meeting ended with vote of thanks to the chair.

Following members of IQAC attended the meeting

1. Prof (Dr) Kalpana Patankar Jain (Principal)
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3. Ms. Maleka Bootwala (Management Representative)
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Action Taken Report

IQAC Meeting held on 26/09/2025

The Proposed budget was submitted to the management. The international conference was held on 17/01/2026 and the deficit amount was met through sponsorship.

IQAC Coordinator

Principal



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Royal College of Arts, Science & Commerce (Autonomous)

26/09/2025

IQAC Meeting Attendance

IQAC Members

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. Chित्रलेखा 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)

Mr. Abdul K. Chaudhary (Faculty)

Dr. Gunwanti Negi (Faculty)

Ms. Anita Dhareshwar (Office Staff)

Ms. Anita Agarwal Bajaj (Entrepreneur)

Dr. Chirag Shah (Alumnus)

Mr. Ketan Kailas Chavan (Student)

Signature





