

V.P.M.'s R.Z. Shah College of Arts, Science and Commerce, Mulund (East), Mumbai - 400081

An IQAC meeting was held on 11-01-2021 on google meet platform between 4pm and 6pm.

Following members were present –

- 1) Dr. B.S. Ajitkumar, Principal
- 2) Mrs. Kavita Sharma, Senior Vice Principal
- 3) Mrs. Anjaneeka Uday, Vice principal
- 4) Mrs. Shruti Shouche, IQAC Co-ordinator, HOD Commerce

IQAC Committee members -

- 5) Mrs. Sujata Gudi, Asst. Prof. Accountancy
- 6) Mr. Vilas Mahajan, HOD IT and CS
- 7) Mr. Om Dewani, HOD Accountancy
- 8) Mr. Nitin Patil, Asst. Prof. Physics
- 9) Mrs. Shilpa Jadhav, Librarian

Following points were discussed –

1. Principal stated that 'Organogram', organizational structure is framed and is also approved by the management. Therefore everybody to follow the protocol and official communication for reporting and exchange of information.
2. He stated that tomorrow onwards all academic related issues, leave sanctions, permissions will be handled by vice principals and IQAC. No matter should go directly to principal sir, without intimation and action by vice principals. Any

matter if not attended by vice principals in two days, then the concerned person directly can contact principal.

3. Issuing letters of appreciation or memos, also will be handled by the three authorities.
4. The head of the institution also discussed about the proposal submitted by Garware institute for starting an MBA , PGDM courses in the college premises–
 - a) 22 – 50 students in each batch.
 - b) Classes will be conducted in conference room on Saturday and Sunday
 - c) Course fee is Rs. 1.75 lakh/ per student
5. He asked members to suggest marketing strategies to get admissions. He asked Mrs. Shruti S., in the light of favourable reply given by her on the proposal on whats app group, stating that some of the ex-students have done courses from the same institute. She was asked to find out how many such students have passed out from the concerned institute.
6. Mrs. Shruti informed that, one of the senior faculties Mr. Kailash Chitnis used to guide and direct students the same institute. She said she will call Mr. Chitnis and ask, approximate number.
7. Principal Sir asked Mrs. Shruti, to enquire in other neighboring colleges, to talk to coordinators and know if their students have done PGDM courses from this institution.
8. Vice Principal Mrs. Kavita Sharma asked ERP incharge, Mr. Nitin Patil to inform about status of ERP work to all members of ERP committee.
9. Principal Dr. B. S. Ajitkumar suggested that last slot of the lectures can be engaged by class teachers for activity, in respective classes.

10.The authority also fixed weekly meeting schedules for IQAC, HODs and Vice principals meetings.

- Every Wednesday IQAC meeting at 4.00 pm, in case of any programme, it can be preponed to 3pm.
- Vice principals meeting on Monday and Thursday at 3.30pm.
- HODs and Coordinators meeting on every Saturday 3.00pm.

11.Mrs. Shruti Shouche informed staff that for preparation of 2016 -2017 AQAR, collection of data sources can be - 1) Magazine 2) Hard copies deposited by all teachers with Jyoti, IQAC clerk 3) IQAC gmail account.

12.It was instructed to everyone to come prepared for the meeting very well on the agenda points.

13.It was proposed by the chair to declare weekly one day as a non-instructional day, facilitating progress of NAAC work. It will be varied days every week, on which Mrs. Shruti S. recommended that, it will be the day for all teachers to go to college and do NAAC work.

The meetings ended with thanks to chair.



A handwritten signature in blue ink that reads "Shruti".

IQAC Coordinator
Mrs. Shruti Shouche