

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

Minutes of IQAC meeting held on 20-01-2021, on google meet platform, between 4 pm and 6 pm to take review of NAAC work.

Following members were present –

- 1) Dr. B.S. Ajitkumar, Principal
- 2) Mrs. Shruti S., IQAC Coordinator, HOD Commerce
- 3) Mrs. Kavita Sharma, Senior Vice Principal
- 4) Mrs. Anjaneeka U., Vice Principal

IQAC Committee members

- 5) Mrs. Rajashree P., Coordinator IT and CS
- 6) Mrs. Shilpa Jadhav, Librarian
- 7) Mr. Nitin Patil, Asst. Professor Physics
- 8) Mr. Vilas Mahajan, HOD IT and CS
- 9) Mr. Om Dewani, HOD Accountancy

- 1) Principal Dr. B. S. Ajitkumar congratulated Om Dewani for completing Ph. D. viva.
- 2) The chair addressed IQAC members to be self-motivated. He said that for NAAC work all members should work as a self-managed team. He will not set any dead line for completion of work. All should take initiative towards the work as their moral responsibility.
- 3) Status of work of each criterion was discussed. Criterion seven was addressed by Mrs. Rajashree Prabhu on behalf of Mrs. Sujata Gudi.
- 4) She informed that work of confirming documents of 2016 – 17 is in progress. Collection of documents work is in progress to support the evidence of events.
- 5) Criterion VI work status was explained by Mrs. Kavita Sharma, metrics wise. She raised the point of making request to the management to make a

provision of corpus, to meet requirements of 6.4.2. Principal suggested to write to the management.

- 6) Mrs. Anjaneeeka U. discussed all metrics from criterion V. She also stated to write management about the scholarship to weak students by management. Principal Sir suggested to use entire unused amount of the last year and also of the current year provision.
- 7) It was decided that requirements from management will be e mailed to the IQAC coordinator and then will be forwarded further by her to the management.
- 8) Madam stated 5.4. requirements of registering alumni association with charity commission. The constitution of the association should be alumni students, some teachers, office bearers and management representatives.
- 9) Towards anti ragging requirements, principal asked Mr. Vilas Mahajan to get all students registered on anti-ragging portal and then issue them a certificate. Mr. Mahajan stated that it is already done for last and current year.
- 10) Mrs. Shilpa Jadhav explained criterion four requirements. She stated the need of developing e content by teachers. To meet this need, principal suggested that a week should be fixed for teachers to come to college and record a video on any topic.
- 11) For criterion III Mr. Om Dewani explained the need to focus on citation done on research papers uploaded by teachers. He also said that teachers should attend development programmes organized by Swayam.
- 12) It was suggested that remaining two criteria will be discussed next day.
- 13) Meeting ended with thanks to the chair.



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

Mrs. Shrutika Shouche
IQAC Coordinator