

V.P.M.'s R.Z. Shah College of Arts, Science and Commerce

Mulund (East), Mumbai – 400081

**Minutes of IQAC meeting held on 15-04-2021, on google meet platform,
between 1 pm and 3 pm**

Following members were present –

- 1) Mrs. Kavita Sharma, I/C Principal
- 2) Mrs. Shruti S., IQAC coordinator, HOD Commerce
- 3) Mrs. Anjaneeka U., Vice Principal

Members of IQAC -

- 4) Mrs. Rajashree P., Coordinator of IT and CS
- 5) Mr. Nitin Patil, Asst, Professor Physics
- 6) Mr. Vilas Mahajan, HOD of IT and CS
- 7) Mr. Om Dewani, HOD of Accountancy
- 8) Mrs. Sujata Gudi, Asst. Professor Accountancy
- 9) Mr. Mangesh Korde, Office Superintendent

Following discussion was held –

- 1) Mrs. Kavita Sharma, in charge principal asked Mr. Mangesh Korde, the office superintendent, the current work place of non-teaching staff, in the current lockdown time period from 14th April to 1st May 2021, number of staff reported to the college and the status of others. Mr. Mangesh Korde reported that all local staff has reported to the college and other staff doing work from home. The staff would see the transportation availability and outside situation and next day, all staff would try to reach to office, if possible.
- 2) Mr. Mangesh Korde also informed that notice for work from home is already given to the staff and also has been reported to the management.
- 3) Mr. Mangesh Korde declared that there will be a meeting of management with non-teaching staff, on 16th April 2021 at 2.00 pm on google meet to discuss about office admin matters.

- 4) Mrs. Kavita Sharma explained that leave application from teachers should be submitted to respective HOD, once HOD approves it, should be forwarded by HOD to vice principal/ Incharge principal and then at the end it should be forwarded by I/C principal to office superintendent to put it on the record.
- 5) Mrs. Kavita Sharma instructed that in the code of conduct, organogram, is required to be explained, so that everyone understands it and implements it.
- 6) Mr. Mangesh Korde, stated that any leave application should be made during working hours. He stated the fact that staff is informing about leave anytime at night or early in the morning. In case of emergency it is accepted otherwise they should send it during working hours only.
- 7) Mrs. Kavita Sharma also highlighted that work from home should not be work from hometown. If a staff wants to go to hometown, should take permission from the HOD.
- 8) Mrs. Shruti S., the IQAC coordinator reminded discussion about convocation and annual day. Mr. Mangesh Korde informed that in many colleges, convocation ceremony is not conducted. Discussions took place for conducting online annual day.
- 9) Mr. Nitin Patil gave updates of ERP (enterprise resource planning), stating that information about ERP work progress is given to management member Mr. Snajeev Gournal, from time to time, as per his instructions. Further he requested Mr. Mangesh Korde to circulate all minutes of meeting amongst all management members, so that everybody gets all updates. Mr. Mangesh Korde agreed to do that.
- 10) The meeting ended with thanks to the chair.



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

Mrs. Shruti Shouche
IQAC coordinator