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

Mulund (East), Mumbai – 400081

Minutes of IQAC meeting held on 19-05-2021, on google meet platform, between 4.30 pm to 5.30 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 Prabhu, 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

10) Mrs. Shilpa Jadhav, Librarian

Following discussion was held –

1) Mrs. Shruti S. put the first point of the agenda for discussion that is conducting a training programme for teachers on 'writing minutes of meeting'. During discussion Mrs. Kavita Sharma, informed that entrepreneurial cell has organized a session for teachers on 25th May 2021 named as 'Train the trainer', giving training to teachers regarding how to mentor students, by Dr. Anand Chitnis, a banking trainer. Like this, training also should be conducted on 'writing minutes'. So she further instructed that she is giving responsibility of organizing this training programme to Dr. Om Dewani, who is in charge of HR management of the college. It was made known to all by her that Mr. Anand Chitnis has given name of an agency

which conducts cognitive test for students at a cheap rate. On this Mrs. Shruti Shouche said that we can use services of the agency for conducting such test for FY students at the time of their enrolment in the college, to know their capability level, so that college can arrange programmes for their development, accordingly.

2) Mr. Nitin Patil incharge of ERP (enterprise resource planning) informed that Mr. Sanjeeva Gornal, management member has asked college to give presentation on working of all modules of Mastersoft ERP. All members of ERP team accepted the responsibility of arranging a session for all management members including CDC members to give the said presentation. It was decided that each module head will give the presentation.

3) Mr. Vilas Mahajan, who is handling website contents, requested that all notices to be uploaded on website should come from college office. Notice of monthly holidays should be uploaded on the website at the beginning of each month. All notices should have college stamp, principal's signature, file path on computer and outward number.

4) Mrs. Shruti Shouche asked Mrs. Rajashree Prabhu whether students' feedback analysis is done, whether action taken report is ready. If not, then that needs to be completed. She suggested to take her help if required. On which Mrs. Rajashree Prabhu answered that the work is in progress and will be completed soon.

Mrs. Shruti Shouche
IQAC coordinator