



Vidya Prasarak Mandal, Mulund (E)

R Z Shah College of Arts, Science and Commerce

Established in 2003 - Affiliated to University of Mumbai

Mithagar Road, Mulund East, Mumbai - 81 | www.vpmrzshahcollege.edu.in

Minutes of IQAC meeting held on 9th December 2021, in the principal's cabin, between 12 noon and 1.45 pm

Agenda - To discuss about NAAC, plan ahead by Apex committee.

Following members were present –

- 1) Mrs. Kavita Sharma, I/C principal
- 2) Mrs. Anjaneeka U., Vice Principal
- 3) Mrs. Shruti S., IQAC Coordinator, HOD Commerce, IQAC coordinator
- 4) Mrs. Barkha Shamnani, NAAC coordinator
- 5) Mr. Mangesh Korde, O.S.

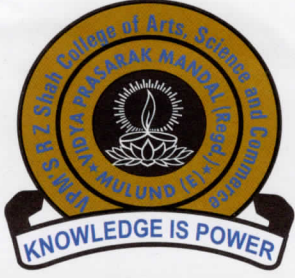
NAAC apex Committee members

- 1) Mrs. Rajashree P., Coordinator IT and CS
- 2) Mrs. Shilpa Jadhav, Librarian
- 3) Mr. Yuvraj Wagh, Asst. Prof. IT and CS
- 4) Mrs. Sujata Gudi, Asst. Prof. Accounts
- 5) Mr. Nitin Patil, Asst. Prof. Physics



Following matters were discussed –

- 1) Mrs. Shruti Shouche informed that college has not yet received the IIQA acceptance from NAAC, however it can be received anytime. She stated that the committee has to be ready with the plan ahead.
Along with plan ahead, the staff also needs to comply with current NAAC requirements. Accordingly she instructed, to make mentor – mentee notice ready, which will facilitate to conduct mentor mentee sessions for the current year students.
- 2) Mrs. Kavita Sharma instructed IQAC to conduct a national level webinar on quality, in the upcoming semester. She said that the IQAC also needs to conduct a webinar on 'IPR', to meet NAAC SSR, criterion III requirement.



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- 3) Mrs. Kavita Sharma instructed that like last year, the college needs to conduct a national/international conference to keep research activities ongoing.
- 4) Mrs. Sharma instructed Mr. Nitin Patil, the ERP convenor to submit closure report ensuring that all modules of ERP are working in full mode. Mr. Nitin Patil agreed to it.
- 5) Madam instructed Mrs. Shilpa Jadhav to give report on quantum of access to online books' portal, by students and teachers.
- 6) Other than the above, following instructions also were given –
 - a) All committees to send report on college principal email ID and carbon copy to Vice – Principal, IQAC, website committee as well as to all committee members too.
 - b) All class four employees to be engaged in NAAC process, by allotting them suitable work.
 - c) OLM i.e. online lecture management system to be used for maintaining lecture record. This will act as a step towards paperless administration.

The meeting ended with thanks to the chair.

Mrs. Shruti Shouche

IQAC Coordinator

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Mrs. Kavita Sharma

I/C Principal

V.P.M's R.Z. Shah College of Arts, Science, Commerce
Mithagar Road, Mulund (E), Mumbai-81