



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
Accredited by NAAC Grade "A"

Internal Quality Assurance Cell (IQAC) Meeting

Day and Date: Saturday, 1st October 2022

Time : 1 pm

A meeting of the IQAC was held on 1st October 2022 at 1 pm in the Seminar Room.

Following members were present:

1. Adv. Vijay Kulkarni	Management Representative
2. Dr Kavita Sharma	Principal
3. Mrs. Anjaneeka U	Vice Principal
4. Mrs. Barkha Shamnani	Vice Principal
5. Mrs. Rajashree Prabhu	IQAC Coordinator
6. Mrs. Shruti Shouche	Asst Professor
7. Dr Om Dewani	Asst Professor
8. Mr. Vilas Mahajan	Asst Professor
9. Mr. Nitin Patil	Faculty
10. Mrs. Julie Jenita	Faculty
11. Dr Bhavini Dand	Faculty
12. Mrs. Prachi Raorane	Asst Professor
13. Mrs. Shilpa Jadhav	Librarian
14. Mr. Mangesh Korde	Office Superintendent

Mrs. Rajashree Prabhu, IQAC Coordinator welcomed the Management Representative, Adv. Vijay Kulkarni and all other members present for the meeting.

Adv. Vijay Kulkarni expressed his condolences over the demise of NAAC Adviser Dr. Hegde.



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Agenda Item No. 1: Gap Analysis of NAAC First Cycle

After the successful completion of NAAC Accreditation process, gap analysis was conducted to identify the areas of improvement. The following analysis points were presented in the meeting by the IQAC Coordinator.

- 1) For points affecting Permanent Affiliation, Adv. Vijay Kulkarni suggested putting it across to the Managing Committee.
- 2) For the appointment of Sports Director as suggested by the NAAC Peer team, Adv. Vijay Kulkarni suggested placing it before the Managing Committee. Dr Kavita Sharma clarified that it was already passed in the CDC. Adv. Kulkarni then recommended appointing a Part time Sports Coach after getting it approved in the CDC meeting.
- 3) With regards to the expansion of Computer labs, Adv. Vijay Kulkarni enquired whether the Peer team was shown the enhanced Computer lab. The IQAC Coordinator mentioned that the Peer team had visited the lab facilities and they had pointed out the lab facilities needed to be increased considering the student strength. Adv. Kulkarni suggested treating it as continuous improvement and utilizing the IPS lab for the College students if suggested by Peer team.
- 4) Mrs. Shruti S mentioned about improving the mentor-mentee ratio by appointing full time teachers. Adv. Vijay Kulkarni suggested reviewing the revised budget statement and if assistance is required from the trust, points are to be noted down and reviewed in the next meeting. If it is already budgeted, then approval needs to be taken from the Principal.



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- 5) Mrs. Shruti S mentioned about Peer team remarks about setting up Incubation centre for generating entrepreneurship and promoting startup culture and developing research ideas among students. She explained the need for the incubation centre being providing training and assisting the students in developing research culture. Adv. Vijay Kulkarni suggested one cubicle in the Anukool for Incubation centre. He also suggested helping in providing tie-ups and experts for the students.

Agenda Item No. 2 : Action Plan

- Adv. Vijay Kulkarni proposed that VPM College can approach NAAC for sponsored seminars. The VPM Airoli premises can be used for conducting the same. An independent NAAC Committee can be formed to interact with NAAC and the College can have a tie-up with NAAC Bangalore.
- Adv. Kulkarni also asked the faculty members to circulate NAAC magazine among all employees and contribute to the magazine by submitting articles.
- He also mentioned assigning Mrs. Bhagyashree Badiger the responsibility of helping faculties get their articles published in the NAAC Kannada Magazine.
- Adv. Vijay Kulkarni recommended that all new purchases should be routed through IQAC.

Agenda Item No. 3: Any other matter

- Adv. Vijay Kulkarni pointed out the need to ensure that Office Administration is functioning smoothly. An Action team in Managing Committee members will visit all the Units of VPM to ensure compliance.



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- Dr Kavita Sharma informed about the KLE Society Institution going for their NAAC First Cycle, and that the VPMs R Z Shah College team can guide them during the NAAC Cycle. Adv. Kulkarni suggested about following the proper procedure by taking intent from their College mentioning about the faculties needed to assist them.
- Regarding AQAR 2021-22 completion of pending work, it was suggested by Mrs. Rajashree Prabhu that the faculty who has initiated the AQAR work previously will complete it.
- When asked about allocation of budget for NAAC Expenses, Adv. Kulkarni asked to state the purpose of allocation of NAAC Expenses, and if it is required in next cycle then it can be included in the next budget.

The meeting concluded with Vote of Thanks by IQAC Coordinator to all the members present.


Mrs. Rajashree Prabhu

IQAC Coordinator




Dr. Kavita Sharma

I/C Principal