



# 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](http://www.vpmrzshahcollege.edu.in)  
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## Minutes of IQAC meeting held on 7<sup>th</sup> December 2022

An meeting of IQAC was conducted at 12.08 pm in IQAC room.

### Agenda :

- 1) Formation of mandatory committees
- 2) AQAR 2022-23
- 3) CO/PO workshop
- 4) Requirement of dedicated staff for NAAC work
- 5) Standardized formats for reports
- 6) SSS Analysis
- 7) Any other matter

### Agenda Item No. 1:

Criteria 2 Convenor Mr Nitin Patil had suggested formation of Academic Monitoring Committee and Continuous Internal Evaluation Committee to ensure monitoring of the syllabus status and evaluation mechanism. I/C Principal Dr Kavita Sharma suggested checking with other Colleges and their websites whether they have formed these Committees.

### Agenda Item No. 2:

The IQAC Coordinator told Criteria heads to start working on the AQAR 2022-23 and inform about any requirements from the IQAC to complete the documentation.

### Agenda Item No 3:

The IQAC Coordinator informed members that the Course Outcome / Program Outcome workshop is planned in the month of **January** 2023 to enable mapping between the CO and PO and comply with the requirements of Criteria 2.



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## Agenda Item No 4:


To ensure uniformity in reports received from the Committees, it was suggested that certain standardized formats for reports need to be designed. This had begun with the self-appraisal form, and later on mentor mentee report formats were to be designed.

## Agenda Item No 5:


Student Satisfaction Survey (SSS) was collected for the odd semester by Mrs. Gauri Atre from Criteria 2.

## Any other matter

- 1) All members decided that the IQAC should meet every week to discuss about any urgent matters, the Time Table Committee was told to keep one slot on any day free for IQAC members to hold a meeting.
- 2) It was suggested that each department can identify 5 alumni students and engage them in development of Alumni association. To improve participation, it was also suggested that placement drive for Alumni students can also be planned.
- 3) It was told that submission of Conference/Seminar/FDP details attended by faculty should be done within a week.

  
Mrs. Rajashree Prabhu  
IQAC Coordinator



  
Dr. Kavita Sharma  
I/C Principal