



Seva Sadan's

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R.K. TALREJA

COLLEGE OF ARTS, SCIENCE & COMMERCE

ULHASNAGAR - 421 003 (DIST. THANE)

E-mail : principal@ssrkt.edu.in, principalrkt@yahoo.com

Website : www.ssrkt.edu.in

Accredited 'B' Grade by NAAC

Ref No: IQAC/NOTICE/2022-23

Date: 07/09/2022

NOTICE

As we know that our IQAC has been accepted by NAAC office on 5th September 2022 and we have been given a total 45 days to submit online SSR, IQAC calls upon an urgent meeting at 1.00 pm, Wednesday, September 7th 2022 in the Conference Room to discuss the following listed agenda. All IQAC members are advised to attend the scheduled meeting for accomplishing the task.

1. To introduce and assign tasks to newly appointed members.
2. To make templates ready for the academic year 2016-17, 2017-18, 2018-19, 2019-2020 and 2020-21 for the purpose of DVV.
3. To complete and upload SSR within the stipulated time (45 days).
4. To take efforts towards departments and college readiness for PTV.
5. Anyother agenda with permission of Chair

Members-

1. Ms. Sangeeta Mankani
2. Dr. Hema Pinjani
3. Dr. Ranjana Khade
4. Ms. Parimita P Sharma
5. Dr. Neeta Gudawar
6. Dr. Ganesh Nikalje
7. Mr. Kuldeep Mhatre
8. Mr. Bharat Khatri
9. Mr. Jitendra Patil
10. Mr. Manoj Khetani


07/09/2022

Dr. Ajai Kumar Singh

IQAC Coordinator

CO-ORDINATOR

IQAC

R. K. Talreja College

Ulhasnagar-421 003.



Dr. Geetha S. Menon

I/C Principal

Principal

R. K. Talreja College

ULHASNAGAR-3.

ATTENDANCE

A meeting of IQAC was held on September 7th 2022 at 1.00 pm in the conference room to discuss and work on predefined agenda. The following members attended the meeting.

1. Dr. Geetha S. Menon *Geetha Menon*
2. Dr. Ajai Kumar Singh *Ajay*
3. Ms. Sangeeta Mankani *Sangeeta*
4. Dr. Hema Pinjani *Hema 7/9/22*
5. Dr. Ranjana Khade *RK Khade 7/9/22*
6. Ms. Parimita P Sharma *Parimita 7/9/22*
7. Dr. Neeta Gudawar *Neeta Gudawar*
8. Dr. Ganesh Nikalje *ABSENT*
9. Mr. Kuldeep Mhatre *Kuldeep Mhatre*
10. Mr. Bharat Khatri *Bharat Khatri 07/09/22*
11. Mr. Jitendra Patil *Jitendra Patil 07/09/22*
12. Mr. Manoj Khetani *ABSENT*

MINUTES OF MEETING HELD ON 7th SEPTEMBER 2022

The meeting was started with a welcome note by IQAC Coordinator, Dr. Ajai Kumar Singh. Dr. Singh updated the members about the IIQA acceptance by the NAAC Office on 5th September 2022. Dr. Singh reminded the members and said that after the acceptance of IIQA, there are only 45 days to submit the SSR to the NAAC portal. Dr. Singh further said that every criterion of the SSR contains both qualitative and quantitative metrics and their requirement is very specific hence should be replied precisely. Principal and IQAC Chairperson Dr. Geetha S. Menon in her opening remark said that it is the responsibility of every criterion incharge/member to collect data and documentary proofs from the respective offices/units of the college. Dr. Menon assured and said that in case of any difficulty, the criteria incharges/members can reach directly to her office for any technical and administrative help.

Item 1. To introduce and assign tasks to newly appointed members.

Dr. Ajai Kumar Singh, IQAC Coordinator introduced the newly appointed members and assigned the task criteria wise.

i) Dr. Ranjana Khade- Criterion 2

ii) Dr. Hema Pinjani - Criterion 2

iii) Bharat Khatri - Criterion 5

Considered and approved.

Item 2. To make templates ready for the academic year 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.

Considered and approved.

Item 3. To complete and upload SSR within the stipulated time (45 days)

Considered and approved.

Item 4. To take efforts towards departments and college readiness for PTV.

Considered and approved

List of members who were present during the meeting-

1. Dr. Geetha S. Menon *Geetha*
2. Dr. Ajai Kumar Singh *Ajai*
3. Ms. Sangeeta Mankani *Sangeeta*
4. Dr. Hema Pinjani *Hema*
5. Dr. Ranjana Khade *Ranjana*
6. Ms. Parimita P Sharma *Parimita*
7. Dr. Neeta Gudawar *Neeta Gundawan.*
8. Dr. Ganesh Nikalje *ABSENT*
9. Mr. Kuldeep Mhatre *Kuldeep*
10. Mr. Bharat Khatri *Bharat*
11. Mr. Jitendra Patil *Patil*
12. Mr. Manoj Khitani *ABSENT*



Principal
Principal
R. K. Taireja College
ULHASNAGAR-3.

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Ref No: _IQAC/NOTICE/2022-23

Date: 03.10.2022

NOTICE

An urgent meeting of IQAC has been scheduled on 3rd of this month, Monday, at 2.00 pm sharp in the conference room to know the progress of SSR and data templates. Following points will be covered during the meeting. All IQAC members are requested to attend the meeting.

1. Current status of SSR and Data templates, criteria wise.
2. Data sufficiency, criteria wise.
3. Strong and weak points of SSR, criteria wise.
4. Preparedness for SSS.
5. Status of documentary proofs collected till date for DVV.
6. Any other matter with permission of the Chair.

Sd/-

Dr. Ajai Kumar Singh
IQAC Coordinator

Sd/-

Dr. Geetha S. Menon
Principal & IQAC Chairperson

An urgent meeting of IQAC was held on 3rd October 2022, Monday at 2.00 sharp in the Conference Room to discuss the predefined agenda. Following members were present during the meeting-

1. Dr. Geetha Menon
2. Dr. Ajai Kumar Singh
3. Ms. Sangeeta Mankani
4. Dr. Hema Pinjani
5. Dr. Ranjana Khade
6. Ms. Parimita P Sharma
7. Dr. Neeta Gudawar
8. Dr. Ganesh Nikalje
9. Mr. Kuldeep Mhatre
10. Mr. Bharat Khatri
11. Mr. Jitendra Patil

Geetha Menon

Ajai Kumar Singh

03/10/2022

Sangeeta Mankani

Hema Pinjani

Ranjana Khade

Parimita P Sharma

Neeta Gudawar

ABSENT

Kuldeep Mhatre

Bharat Khatri

Jitendra Patil

03/10/2022

MINUTES OF MEETING HELD ON 3rd OCTOBER 2022

The meeting was started with a welcome note by IQAC Coordinator, Dr. Ajai Kumar Singh. Dr. Singh said that the purpose of this meeting is only to know the status of completion of the SSR. Principal and IQAC Chairperson Dr. Geetha S. Menon showed her concern and said that about 1 month has been spent and only a few days are left to submit the SSR.

Item 1. Current status of SSR and Data Templates, criteria wise.

Dr. Ajai Kumar Singh, IQAC Coordinator requested every criterion incharge to present the status/progress of his/her criteria of the SSR.

Mr. Kuldeep Mhatre updated about his criterion 1 and said that criterion 1 and its data templates are almost complete. Some documentary proofs are remaining to collect.

Dr. Hema Pinjani said that she is working on QnMs of Criterion 2 and its data templates. She assured that these two will be completed very soon. She further said that QIMs of this criteria is with Dr. Ranjana Khade. Dr. Ranjana Khade said that she is working on it and very soon it will be completed.

Mr. Bharat Khatri said as he is new in IQAC, it will take some more time to collect and compile information and to give the shape of SSR and data templates.

Mr. Jitendra Patil and Mr. Kuldep jointly took the responsibility of Criterion 3 and assured to complete it very soon. They however showed their concern on segregation of research papers/articles published in UGC listed journals from the bulk provided by the faculty members.

Librarian Dr. Neeta Gundewar who was handling Criterion 4 told about the difficulties faced by her in interpreting the balance sheet provided by the account office. Dr. Geetha S. Menon, Principal and IQAC Chairperson assured Dr. Gundewar and said that two account teachers will help you in this regard.

Ms. Sangeeta Mankani and Ms. Parimita P. Sharma updated about their criterion and told that criterion 7 is almost complete in all respects except the best practices and Institutional distinctiveness which need to be revised/edited by the Principal madam before uploading to NAAC portal.

Dr. Ajai Kumar Singh said that criterion 6 is complete. Only some data from the office has to be collected for data templates.

Dr. Geeta S. Menon, Principal and IQAC Chairperson ended item 1 with the statement that all criteria incharges/members should finish pending work as soon as possible so that the SSR can be submitted within the time given by the NAAC office.

Considered and approved.

Item 2. Data sufficiency, criteria wise

Dr. Ajai Kumar Singh, IQAC Coordinator said that every Criteria Incharge should check the information/proofs provided by the individual/college office/units whether the same is sufficient to answer/reply a particular question.

Considered and approved.

Item 3. Strong and Weak points of SSR, criteria wise

Dr. Ajai Kumar Singh, IQAC Coordinator advised and said that every criteria should be checked for its strength and weakness so that SSR can be prepared and presented effectively.

Considered and approved.

Item 4. Preparedness for SSS.

Dr. Ajai Kumar Singh, IQAC Coordinator updated the members about the Student Satisfaction Survey (SSS) and its importance. He explained how SSS is important for further SSR handling and assessment and accreditation by the NAAC. Dr. Singh further added that minimum 10% participation of total currently enrolled students is required for successful SSS.

Ms. Sangeeta Mankani was entrusted with additional responsibility of completing the SSS.

Considered and approved

Item 5. Status of documentary proofs collected till date for DVV.

All criteria incharges/members told that collection of documents have been reached up to the satisfactory level.

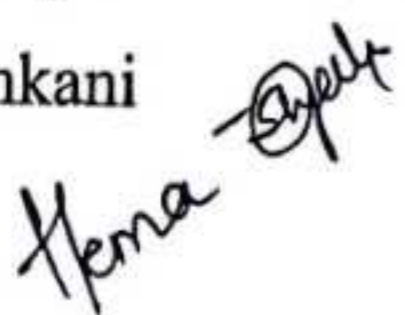
List of members who were present during the meeting-

1. Dr. Geetha S. Menon

2. Dr. Ajai Kumar Singh

3. Ms. Sangeeta Mankani

4. Dr. Hema Pinjani



[MINUTES OF MEETING]

October 3rd, 2022

5. Dr. Ranjana Khade *RKhade*
6. Ms. Parimita P Sharma *AB*
7. Dr. Neeta Gudawar *Neeta Gundawan.*
8. Dr. Ganesh Nikalje *AB*
9. Mr. Kuldeep Mhatre *Kuldeep Mhatre*
10. Mr. Bharat Khatri *Bharat Khatri*
11. Mr. Jitendra Patil *Jitendra Patil*
12. Mr. Manoj Khitani *AB*



[Signature]
Principal
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ULHASNAGAR-3.

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Ref No: IQAC/NOTICE/2022-23

Date: 02/12/2022

NOTICE

In view of the NAAC notice/email dated 1st December 2022 on prequalification of the SSR and its subsequent assessment by NAAC, IQAC calls upon an urgent meeting at 2.00 pm, 3rd Saturday, 2022 in the Conference Room to discuss the following listed agenda. All IQAC members are requested to be a part of this important meeting.

1. To decide the date range for Peer Team Visit.
2. To form a team in the name of "NAAC team" to provide hospitality to Peer Team Members during a two day stay.
3. To plan and work for a better presentation of SSR (criteria wise) before the Peer Team Members.
4. To check Departments and College preparedness for Peer Team Visit.
5. To complete and upload AQAR of the year 2021-22 before 31st December 2022.
6. Anyother agenda with permission of Chair

Members-

1. Ms. Sangeeta Mankani
2. Dr. Hema Pinjani
3. Dr. Ranjana Khade
4. Ms. Parimita P Sharma
5. Dr. Neeta Gudawar
6. Dr. Ganesh Nikalje
7. Mr. Kuldeep Mhatre
8. Mr. Bharat Khatri
9. Mr. Jitendra Patil
10. Mr. Manoj Khetani
Kithani



02/12/2022
Dr. Ajai Kumar Singh

IQAC Coordinator

CO-ORDINATOR

IQAC

R. K. Talreja College
Ulhasnagar-421 003.

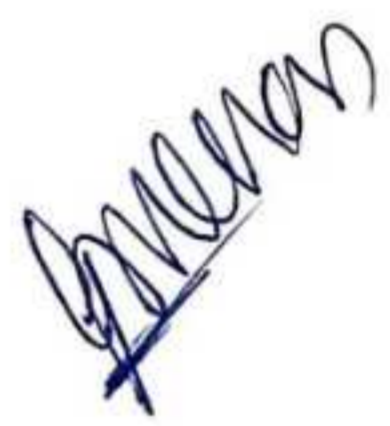





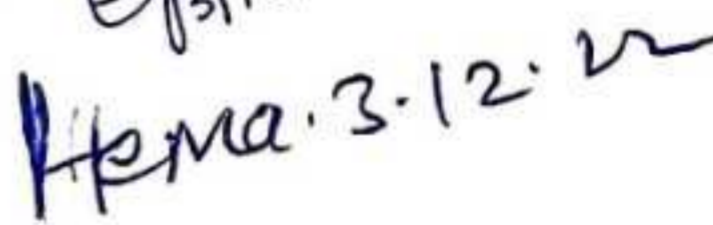

Dr. Geetha S. Menon
I/C Principal

Principal
R. K. Talreja College
ULHASNAGAR-3.

Attendance Report

An urgent meeting of IETC was held on 3rd December, 2022 at 2.00 p.m. in conference room to discuss and finalise the pre-notified agenda.

The following members attended the meeting.

- ① Dr. Geetha. S. Menon 
- ② Dr. Ajay K. Singh  
- ③ Dr. Rangana Khade 
- ④ Mr. Bharat Khatri 
- ⑤ Ms. Sangeta Shankari 
- ⑥ Dr. Hema Pingani 

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NOTICE

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1. To decide the date range for Peer Team Visit.
2. To form a team in the name of "NAAC team" to provide hospitality to Peer Team Members during a two day stay.
3. To plan and work for a better presentation of SSR (criteria wise) before the Peer Team Members.
4. To check Departments and College preparedness for Peer Team Visit.
5. To complete and upload AQAR of the year 2021-22 before 31st December 2022.
6. Anyother agenda with permission of Chair

Members-

1. Ms. Sangeeta Mankani
2. Dr. Hema Pinjani
3. Dr. Ranjana Khade
4. Ms. Parimita P Sharma
5. Dr. Neeta Gudawar
6. Dr. Ganesh Nikalje
7. Mr. Kuldeep Mhatre
8. Mr. Bharat Khatri
9. Mr. Jitendra Patil
10. Mr. Manoj Kithani
Kithani

Bimul
02/12/2022

Dr. Ajai Kumar Singh

IQAC Coordinator
CO-ORDINATOR
IQAC

R. K Talreja College
Ulhasnagar-421 003.

Geetha S. Menon

I/C Principal
Principal
R. K. Talreja College
ULHASNAGAR-C.

MINUTES OF MEETING HELD ON 3RD DECEMBER 2022

The meeting started with a welcome note by IQAC Coordinator, Dr. Ajai Kumar Singh. Dr. Singh then informed the members about the SSR submitted, DVV completion and the email received on 1st December 2022 regarding prequalification of SSR by the NAAC office. Dr. Singh persuaded the members for the next step i.e NAAC Peer Team Visit. Dr. Singh requested Principal and IQAC Chairperson Dr. Geetha S. Menon to update the members about the college preparedness for NAAC Peer Team Visit. Dr. Geetha S. Menon in her remarks told the members that the message regarding the SSR prequalification and NAAC Peer Team Visit will be conveyed to the Management and action plan will come soon. She also emphasized that some improvements on infrastructural levels would be taken in both day and night shifts as there is less time and the teaching-learning processes are going on. Dr. Menon suggested that the IQAC should use all possible resources including the human resources available in the college for effective planning and implementation before the NAAC Peer Team Visit. Dr. Geetha S. Menon after the remarks handed over to Dr. Ajai Kumar Singh for further proceedings of the meeting.

Item 1. To decide the date range for Peer Team Visit.

Dr. Ajai Kumar Singh, IQAC Coordinator was of the opinion that NAAC Peer Team Visit Process should be finished in mid of Feb. month. Dr. Geetha S. Menon, Principal and IQAC Chairperson informed the members about the renovation work done in certain classrooms and laboratories. Dr. Menon further added that these classrooms and laboratories must be white washed before the visit. Dr. Menon suggested that the month of March would be appropriate for NAAC Peer Team Visit.

Considered and approved.

Item 2. To form a team in the name of "NAAC team" to provide hospitality to Peer Team Members during a two day stay.

Dr. Geetha S. Menon, Principal and IQAC Chairperson suggested that the teachers who are well-versed with the college and its functioning shall be the part of "NAAC Team" . In view of the suggestion made by Dr. Menon, the following names were recommended by the members.

1. Dr. Rupali Mokashi
2. Mr. Sanjay Lalwani
3. Dr. Sunil Jagiasi
4. Dr. Sheetal P. Bhosale
5. Dr. Praveen Borkar
6. Mr. Sunit Paryani
7. Ms. Alka Golani

8. Mr. Manoj Narkhede

Considered and approved.

Item 3. To plan and work for a better presentation of SSR (criteria wise) before the Peer Team Members.

Dr. Ajai Kumar Singh, IQAC Coordinator was of the opinion that each criteria head should work on what are exactly the requirements of his/her criteria and how it can be presented effectively before the NAAC Peer Team members.

Considered and approved.

Item 4. To check Departments and College preparedness for Peer Team Visit.

Considered and approved

Item 5. To complete and upload AQAR of the year 2021-22 before 31st December 2022.

Considered and approved

List of members who were present during the meeting-

1. Dr. Geetha S. Menon
2. Dr. Ajai Kumar Singh
3. Ms. Sangeeta Mankani
4. Dr. Hema Pinjani
5. Dr. Ranjana Khade
6. Ms. Parimita P Sharma
7. Dr. Neeta Gudawar
8. Dr. Ganesh Nikalje
9. Mr. Kuldeep Mhatre
10. Mr. Bharat Khatri
11. Mr. Jitendra Patil
12. Mr. Manoj Khitani

Handwritten signatures and initials:
- Next to item 1: *Geetha S. Menon*
- Next to item 2: *Ajai Kumar Singh*
- Next to item 3: *Sangeeta Mankani*
- Next to item 4: *Hema Pinjani*
- Next to item 5: *Ranjana Khade*
- Next to item 6: *AB*
- Next to item 7: *Neeta Gudawar*
- Next to item 8: *AB*
- Next to item 9: *Kuldeep Mhatre*
- Next to item 10: *Bharat Khatri*
- Next to item 11: *AB*
- Next to item 12: *AB*



Handwritten signature of Principal
Principal
R. K. Talreja College
ULHASNAGAR.

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Ref No: IQAC/NOTICE/2022-23

Date: 10/02/2023

NOTICE

A pre-visit meeting of IQAC has been scheduled on 11th February 2023, Saturday at 10.30 am sharp in the Conference Room to discuss the following listed agenda. All members are hereby requested to attend the meeting..

Agenda-

1. The college and its quality parameters.
2. Submission of AQAR of 2021-22 academic year to NAAC portal

Members-

1. Ms. Sangeeta Mankani
2. Dr. Hema Pinjani
3. Dr. Ranjana Khade
4. Ms. Parimita P Sharma
5. Dr. Neeta Gudawar
6. Dr. Ganesh Nikalje
7. Mr. Kuldeep Mhatre
8. Mr. Bharat Khatri
9. Mr. Jitendra Patil
10. Mr. Manoj Khattani


10/02/2023

Dr. Ajai Kumar Singh
IQAC Coordinator
CO-ORDINATOR
IQAC
R. K. Talreja College
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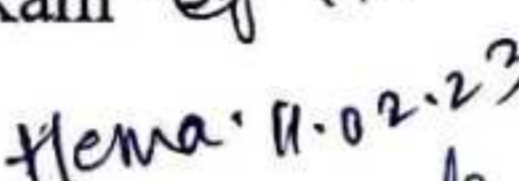
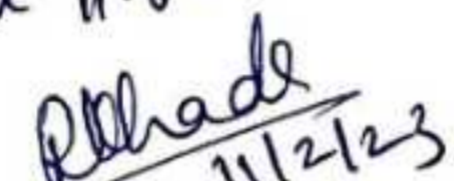

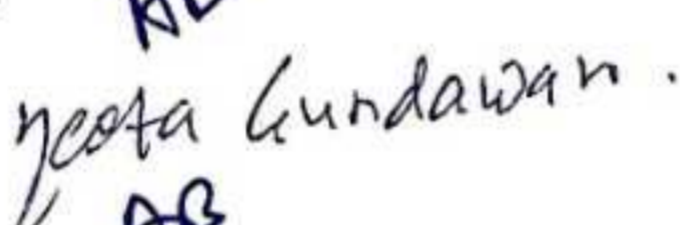
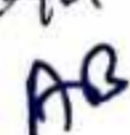

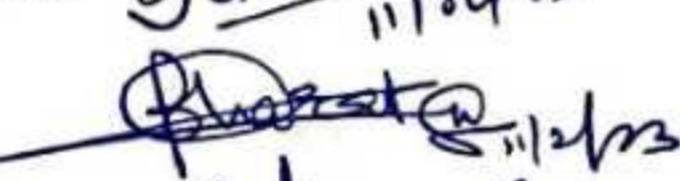
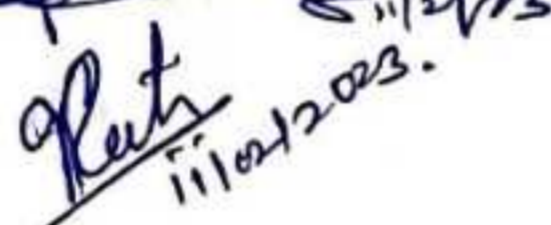


Dr. Geetha S. Menon
I/C Principal
Principal
R. K. Talreja College
ULHASNAGAR.

A pre-visit meeting of IQAC was organised on 11th February 2023, Saturday at 10.30 am sharp in the Conference Room.

Following members were present during the meeting.

Members-

1. Dr. Geetha S. Menon 
2. Dr. Ajai Kumar Singh 
3. Ms. Sangeeta Mankani 
4. Dr. Hema Pinjani 
5. Dr. Ranjana Khade 
6. Ms. Parimita P Sharma 
7. Dr. Neeta Gudawar 
8. Dr. Ganesh Nikalje 
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10. Mr. Bharat Khatri 
11. Mr. Jitendra Patil 
12. Mr. Manoj Khitani 