

Action Taken Report (For academic year 2021-22)

1. Annual Quality Assurance Report (AQAR) of Academic year 2018-19, 2019-20 were prepared and submitted online on NAAC portal on 30-08-2021 and 31-08-2021, respectively.
2. Format of Revised Self Appraisal Report (SAR) for academic year 2021-22 was sent to teacher on 24th May 2022.
3. Format of Revised Department Evaluation Report (DER) was sent to HODs on 24th May 2022.
4. Virtual Seminar on National Intellectual Property Awareness Mission was organized on 14th Feb. 2022 by IQAC in association with the Department for Promotion of Industry and Internal Trade, Government of India.
5. Annual Quality Assurance Report (AQAR) of Academic year 2020-21 was prepared and submitted online on NAAC portal on 27-07-2022.
6. The code of conduct in the name of the college code of conduct (CCC) was developed, given the shape of a booklet and uploaded on the college website. The responsibility of monitoring CCC was given to the Disciplinary committee of the college.
7. The college preparedness for NEP 2020 was checked at the level of outcome based education (OBE), generating academic bank of credit credentials, skill development and interdisciplinary approaches of research. It was found that the syllabus of every course was outcome based and many of the departments were having the approaches of skill development and interdisciplinary research during routine teaching learning processes and research activities.
8. IQA (Institutional Information for Quality Assessment) was prepared and submitted on 14th May 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.

R. K. TALREJA



COLLEGE OF ARTS, SCIENCE AND COMMERCE

ULHASNAGAR - 421 003. (DIST. THANE)

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Ref. No. _____

Date: 05/07/2021

NOTICE

An online meeting of IQAC of the college has been scheduled on 6th July 2021, Tuesday at 1.00 pm to discuss and finalise the following subjects. All IQAC members are requested to present during the meeting.

1. Action plan for academic year 2021-22
2. Submission of AQAR of the year 2018-19 to NAAC portal.
3. Preparation and submission of AQAR of the Year 2019-20 to NAAC portal.
4. Completion of Revised data template of last five years i.e. 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20 (1st June 2019 to 31st December 2020).
5. Apply for IIQA on NAAC Portal.
6. Preparation and submission of SSR.

The link for online meeting is-

Video call link: <https://meet.google.com/hmu-cndp-ujj>

Sd/-

Dr. Ajai Kumar Singh
IQAC Coordinator

Sd/-

Dr. G. S. Menon
Principal & IQAC Chairperson

MINUTES OF THE MEETING HELD ON 6TH JULY 2021

(Mode-Online through Google meet platform; Video call link: <https://meet.google.com/hmu-cndp-iii>)

Meeting was started at 1.00 pm, Tuesday with opening note of Hon'ble Principal and IQAC Chairperson Dr. Geetha S. Menon. Dr. Geetha S. Menon showed her concern on how to get NAAC accreditation of the College for Cycle 3 in this situation of Covid-19 pandemic. As the NAAC status of the College has been expired in May month of this year and the College is still functioning through online modes. Dr. Menon gave emphasis on i) collecting previous academic years' data from various sections and subsections of the College by using maximum online means and ii) giving them (data) a shape of AQAR so that the pending AQARs can be submitted to the NAAC office before the stipulated time period. The IQAC coordinator Dr. Ajai Kumar Singh, through screen sharing, read the agenda(s) of present meeting before the members and kept open for the discussion.

Item 1. Action plan for academic year 2021-22

Following action plans (Sr. no. 1 to Sr. no. 6) were considered and approved for implementation in present academic year 2021-22 for quality enhancements.

1. to start training programme for our support staff and teachers.
2. to start need based/career oriented certificate courses for students.
3. to encourage teachers for interdisciplinary research.
4. to provide opportunities to students for doing problem solving research.
5. to organise seminar/workshop/conference.
6. to encourage teachers for developing e-materials on the topics/subtopics taught and store them on college web as repository.

Item 2. Submission of AQAR of the year 2018-19 to NAAC portal.

Considered and approved

Item 3. Preparation and submission of AQAR of the Year 2019-20 to NAAC portal.

Considered and approved

Item 4. Completion of Revised data template of last five years i.e. 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20 (1st June 2019 to 31st December 2020).

Considered and approved

Item 5. Apply for IIQA on NAAC Portal.

Considered and approved

Item 6. Preparation and submission of SSR.

Considered and approved

Minutes of IQAC 1st meeting | 2021

List of members who were present during the meeting-

1. Dr. Geetha Menon *Geetha Menon*
2. Mrs. Neelam Kapoor *Nikapoor*
3. Dr. Rohini Patil *Rohini*
4. Dr. Ajai Kumar Singh *Ajai*
5. Dr. S. L. Motwani *Absent*
6. Dr. Sheetal Pawaskar - *Bhosale. Pawaskar*
7. Mrs. Sangeeta Mankani *Sangeeta*
8. Mrs. Seema Sindgikar *Seema*
9. Mrs. Parimita Sharma *Parimita*
10. Mr. Kuldeep Mhatre *Kuldeep*
11. Dr. Neeta Gundawar *Neeta Gundawar*
12. Dr. Ganesh C. Nikalje *Nikalje*



Geetha Menon
Principal
R. K. Talreja College
ULHASNAGAR-3.

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Date: 16/11/2021**NOTICE**

An online meeting of IQAC of the college has been scheduled on 18th November 2021, Thursday at 3.00 pm to discuss and finalise the following subjects. All IQAC members are requested to present during the meeting.

1. Confirmation of minutes of the meeting held on 6th July 2021
2. Implementation of revised Self Appraisal Report (SSR) for teachers.
3. Implementation of revised Department Evaluative Report (DER).
4. To organise a virtual seminar on “Plagiarism and the Internet” under the heading ‘Intellectual Property Right (IPR).
5. To organise a training programme on “Data management using excel software” for support staff.
6. To organise a training programme on “Use of LMS in routine teaching-learning process” for teaching staff.
7. Any other matter with permission of chair.

The link for online meeting is-

Video call link: <https://meet.google.com/hgd-csqa-mfj>

Sd/-

Dr. Ajai Kumar Singh
IQAC Coordinator

Sd/-

Dr. G. S. Menon
Principal & IQAC Chairperson

ATTENDANCE OF MEETING HELD ON NOVEMBER 18TH 2021

A meeting of IQAC was held on November 18th 2021, Thursday at 3.00 pm in Conference Room to discuss and finalise the pre-announced agenda. The following members were present during the meeting.

1. Dr. Geetha Menon *Geetha Menon*
 2. Mrs. Neelam Kapoor *NKapoor*
 3. Dr. Rohini Patil *Rohini Patil*
 4. Dr. Ajai Kumar Singh *Ajai Kumar Singh*
 5. Dr. S. L. Motwani *ABSENT*
 6. Dr. Meena Rao *meena rao 29/04/2022*
 7. Dr. Sheetal Pawaskar Bhosale *Sheetal Pawaskar*
 8. Mrs. Sangeeta Mankani *Sangeeta Mankani*
 9. Mrs. Seema Sindgikar *Seema Sindgikar*
 10. Mrs. Parimita Sharma *Parimita Sharma*
 11. Mr. Kuldeep Mhatre *Kuldeep Mhatre*
 12. Dr. Neeta Gundawar *Neeta Gundawar*
 13. Dr. Ganesh C. Nikalje *Ganesh C. Nikalje*
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MINUTES OF THE MEETING HELD ON 18TH NOVEMBER 2021

(Mode-Offline in Conference Room)

Meeting was started on 18th November 2021 at 3.00 pm, Thursday in the Conference Room with a welcome note by Dr. Ajai Kumar Singh, IQAC Coordinator. Then after, Dr. Singh read the minutes of IQAC 1st meeting held on 6th July 2021 before the members for confirmation. After having a reading on minutes of previous meeting held on 6th July 2021 and after getting confirmation, Dr. Singh requested Hon'ble Principal and IQAC Chairperson Dr. Geetha S. Menon to give a formal speech. Dr. Geetha S. Menon, in her opening remark, drew the attention of all IQAC members on current NAAC accreditation status of the College. Dr. Menon tolled that how it (NAAC accreditation status) was expired in month of May 2021 when there was complete lockdown due to Covid-19 pandemic and all College activities including teaching-learning were going on through online mode. Dr. Menon in her formal speech also showed her concern on how to submit our IIQA to NAAC office for next level accreditation (Cycle 3) because NAAC in its letter issued has given only three months to submit the same (IIQA) from the date of physical opening of College.

After having permission from Hon'ble Principal and IQAC Chairperson Dr. Geetha S. Menon, Dr. Singh read the agenda of present meeting and kept it open for discussion. In order to have a rigorous discussion, Dr. Singh presented each agenda of present meeting through Power Point Presentation and invited opinion(s)/suggestion(s) on them.

Item 1. Confirmation of minutes of the meeting held on 6th July 2021

Confirmed

Item 2. Implementation of revised Self Appraisal Report (SSR) for teachers.

Considered and approved after the change.

Following points were completely removed from the SAR after raising the objection by the members (in order): Dr. Meena Rao, Mrs. Neelam Kapoor, Mrs. Seema Sindgikar, Dr. Sheetal Pawaskar Bhosale, Dr. Rohini Patil and Dr. Ganesh Nikhalje

1. Point 2b- Leave(s) availed during the year,
2. Section- "Observations" (to be recorded by head of the department)
3. Section- "Remarks of Principal"

Item 3. Implementation of revised Department Evaluative Report (DER).

Considered and approved

Item 4. To organise a virtual seminar on "Plagiarism and the Internet" under the heading 'Intellectual Property Right (IPR).

Considered and approved

Dr. Neeta Gundewar and Mrs. Neelam Kapoor took the responsibility in this regard.

Item 5. To organise a training programme on “Data management using excel software” for support staff.

Considered and approved

Item 6. To organise a training programme on “Use of LMS in routine teaching- learning process” for teaching staff.

Not considered and hence rejected

Some of the members especially Mrs. Neelam Kapoor and Dr. Meena Rao objected stating that LMS use in routine teaching –learning processes is not possible in present situation due to lack of infrastructures.

List of members who were present during the meeting-

1. Dr. Geetha Menon *Geetha Menon*
2. Mrs. Neelam Kapoor
3. Dr. Rohini Patil *Rohini Patil*
4. Dr. Ajai Kumar Singh *Ajai Kumar Singh*
5. Dr. S. L. Motwani *ABSENT*
6. Dr. Meena Rao *Meena Rao
29/04/2022*
7. Dr. Sheetal Pawaskar Bhosale *Sheetal Pawaskar*
8. Mrs. Sangeeta Mankani *Sangeeta Mankani*
9. Ms. Seema Sindgikar *Seema Sindgikar*
10. Mrs. Parimita Sharma *Parimita Sharma*
11. Mr. Kuldeep Mhatre *Kuldeep Mhatre*
12. Dr. Neeta Gundewar *Neeta Gundewar*
13. Mr. Ravi Nagpal *Ravi Nagpal*



[Signature]
Principal
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Ref. No. _____

Date: 26/01/2022**NOTICE**

An online meeting of IQAC and the Convenors/Chairpersons of various Committees working in the College has been scheduled on 27th January 2022, Thursday at 6.00 pm. The purpose of this meeting is how to set the quality standards while organizing/conducting the programs/events/group activities during the academic year.

All IQAC members and Convenors/Chairpersons are requested to attend the meeting.

The following subjects will be covered during the meeting.

1. Submission of proposal of every program/event/group activity to be organized during the academic year in advance.
2. Procedure of implementation
3. Documentation
4. Report submission

The link for online meeting is-

Video call link: <https://meet.google.com/gxd-krai-owh>

Sd/-

Dr. Ajai Kumar Singh
IQAC Coordinator

Sd/-


Dr. G. S. Menon
Principal & IQAC Chairperson

MINUTES OF THE MEETING HELD ON JANUARY 27TH 2022

(Mode-Online through Google Meet)

Meeting of IQAC with Convenors/Chairpersons of the Committees/Cells functional in the College started with a welcome note by IQAC coordinator, Dr. Ajai Kumar Singh. Dr. Singh, in beginning informed the Convenors/Chairpersons of the Committees/Cells and IQAC members that IQAC Chairperson and Principal of the College Dr. Geetha S. Menon has some urgent meeting with the Joint Director, Higher Education, Panvel Region hence will join this meeting late. In opening note, Dr. Singh read the agenda of meeting before the members and told how present meeting with Convenors/Chairpersons of the Committees/Cells will set the quality benchmarks for programs/events/group activities which are to be conducted in present and future academic year(s). Every agenda of the meeting was then kept open for discussion and the suggestion (s) were invited.

Item 1: Submission of proposal of every program/event/group activity to be organized during the academic year in advance.

Considered and approved

However during discussion many Convenors/Chairpersons of the Committees/Cells showed their concerns regarding the item -

1. Dr. Sunil Pillai asked about the budget, its limit, resources and availability of infrastructure required to conduct the programs.
2. Dr. Meena Rao asked about how much honorarium and TA should be paid to the resource persons.
3. Dr. Meena Rao also said that CDC meeting has not been held and no policy has been developed regarding budget.
4. Mrs. Suju Gujar asked about irregularities in arrangements of meetings and reason for late release of committee appointment letters.
5. Dr. Sheetal Pawaskar, Dr. Meena Rao and Dr. Sunila Pillai also raised question regarding CDC meeting.
6. Dr. Madhavi Nikam said that the budget of the event/ program should be given, then only events/ programs can be arranged. She suggested that the time between proposal submission and event should be increased.
7. Mrs. Neelam Kapoor suggested to develop a calendar/ book to plan the events to that multiple won't be planned on the same day.
8. Dr. Madhavi Nikam asked about the need of vision and mission inclusion in the proforma.

9. Mrs. Neelam Kapoor said that IQAC should come up with the list of activities to be conducted well in advance and it should be discussed with the conveners/ chairpersons of the various committees.

10. Dr. Pravin Borkar said that the technical support and facilities are required for Public Relation Committee.

Dr. Geetha Menon, IQAC Chairperson and Principal of the College assured the Conveners/Chairpersons of the Committees/Cells and announced that every committee will get a budget of Rs. 3000 for an academic year.

In a conclusive note, Dr. Ajai Kumar Singh, IQAC Coordinator clarified IQAC initiative and said that the proposals in the format should be come first to IQAC before any program/event/group activity to be organised.

Item 2. Procedure of implementation

Considered and approved

Dr. Ajai Kumar Singh, IQAC Coordinator briefed about the procedure under purview of NAAC. He added that the procedure of implementation should come from Conveners/ Chairpersons of the Committees/Cells in the proposal format.

Item 3. Documentation

Considered and approved

Dr. Ajai Kumar Singh, IQAC Coordinator told about how the documentation is important for the NAAC from the start of the program. He emphasized that documentation should be maintained in order to meet the NAAC requirements (this included diversity of participants/target audience, role of the Committee/Cell member(s), details of outside members, if included, geotagged photographs if it is offline, male/female no. and outcomes achieved for students, society and institution.

Item 4. Report submission

Considered and approved

Dr. Ajai Kumar Singh, IQAC Coordinator told that IQAC will very soon provide a format for submission of report as "Summary report" to the IQAC at the end of program/event/group activity.

Minutes of IQAC 3rd meeting | 2022

List of the Members-

1. Dr. Geetha Menon

Geetha Menon

2. Mrs. Neelam Kapoor

Neelam Kapoor

3. Dr. Rohini Patil

Rohini Patil

4. Dr. Ajai Kumar Singh

Ajai Kumar Singh

5. Dr. S. L. Motwani

6. Dr. Meena Rao

7. Dr. Sheetal Pawaskar Bhosale

Sheetal Pawaskar Bhosale

8. Mrs. Sangeeta Mankani

Sangeeta Mankani

9. Ms. Seema Sindgikar

Seema Sindgikar

10. Mrs. Parimita Sharma

Parimita Sharma

11. Mr. Kuldeep Mhatre

Kuldeep Mhatre

12. Dr. Neeta Gundawar

Neeta Gundawar

13. Mr. Ravi Nagpal

Ravi Nagpal



Principal
Principal
R. K. Talreja College
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Seva Sadan's

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Accredited 'B' Grade by NAAC

Ref No: _____

Date: 25/04/2022

NOTICE

A year end meeting (4th meeting) of IQAC has been scheduled on 29th April 2022 at 1.30 pm sharp in the Conference Room to consider and approve the following listed agenda. All IQAC members are hereby requested to attend the meeting.

1. To confirm the minutes of meeting(s).
2. To submit AQAR of 2020-21 academic year to NAAC office.
3. College Code of Conduct and its effective implementation through the mechanism suggested by NAAC.
4. College preparation of NEP 2020.
5. Work accomplished by the IQAC in present academic year.
6. Future plans of action for next academic year.
7. Any other matter with permission of chair.


25/04/22

Dr. Ajai Kumar Singh
IQAC, Coordinator



Dr. Geetha S. Menon
Principal & IQAC Chairperson

List of members enclosed-

ATTENDANCE OF YEAR END MEETING (4TH MEETING) HELD ON APRIL 29TH 2022

A year end meeting (4th meeting) of IQAC was held on April 29th 2022, Friday at 1.30 pm in Conference Room to consider and approve the pre-notified agenda. The following members were present during the meeting.

1. Dr. Geetha Menon

Menon

2. Mrs. Neelam Kapoor

NKapoor

3. Dr. Rohini Patil

Patil

4. Dr. Ajai Kumar Singh

Ajai Singh

5. Dr. S. L. Motwani

6. Dr. Meena Rao

Meena Rao
29/04/2022

7. Dr. Sheetal Pawaskar Bhosale

Sheetal Bhosale
29/04/22

8. Mrs. Sangeeta Mankani

Sangeeta Mankani
29/4/22

9. Mrs. Seema Sindgikar

10. Mrs. Parimita Sharma

Parimita Sharma
29/4/22

11. Mr. Kuldeep Mhatre

Kuldeep Mhatre
29/04/22

12. Dr. Neeta Gundawar

Neeta Gundawar

13. Mr. Ravi Nagpal

Ravi Nagpal

14. Dr. Ganesh C. N. Kalgude

Ganesh C. N. Kalgude
29/04/22



MINUTES OF MEETING HELD ON 29th April 2022

Meeting was started with a welcome note by IQAC Coordinator, Dr. Ajai Kumar Singh. Dr. Singh further stated that our college was reopened physically in February 2022 and now it is mandatory to apply for IIQA before expiry of the grace period (three months from date of reopening) given by the NAAC. Dr. Singh requested Principal and IQAC Chairperson Dr. Geetha S. Menon to share her views about the college preparedness for NAAC assessment & accreditation for 3rd cycle. Dr. Menon said that IQAC should first ensure that all AQARS are submitted on the NAAC portal as these are the primary requirements for any institution if it is going for NAAC assessment & accreditation. Dr. Menon further added that IQAC should decide the priorities and should take the lead to coordinate with all functional units that are minimally working due to the Covid-19 pandemic and subsequent lockdown.

Item 1. To confirm the minutes of the meeting .

Dr. Ajai Kumar Singh, IQAC coordinator read the minutes of the previous meeting held on 27th January 2022.

Confirmed

Item 2. To submit AQAR of 2020-21 academic year to NAAC portal.

Considered and approved.

Item 3. College Code of Conduct (CCC) and effective implementation through the mechanism suggested by NAAC.

Considered and approved.

Item 4. College preparedness for NEP 2020.

Dr. Ajai Kumar Singh, IQAC coordinator informed members about the expectation of NAAC for NEP 2020. Dr. Singh explained about Outcome Based Education (OBE), Interdisciplinary/Multidisciplinary approaches of teaching-learning and research, Academic Bank of Credit (ABC) and need of Skill development/enhancement based education.

All members unanimously agreed and suggested that there is a need for infrastructural (both physical and Intellectual) change so that aforesaid requirements can be implemented smoothly.

Considered and approved

Item 5. Work accomplished by the IQAC in the present Academic year .

Dr. Ajai Kumar Singh, IQAC Coordinator suggested that all IQAC initiatives/work taken/done in an academic year should be compiled and published as "IQAc Annual Report" in the College Magajne.

Considered and approved

Item 6. Future plans of action for next Academic year.

Following plans of IQAC for next academic year i.e 2022-23 were **considered and approved** by the IQAC.

1. Restoration/Revival of Vermicompost and Biogas plants that were stopped during Covid-19 pandemic.
2. Development of College Management Information System (CMIS).
3. Strengthening of IT facilities in all functional units of the college.
4. Online feedback collection and analysis.
5. Performance based self appraisal system for Non-teaching staff.
6. Academic monitoring, data collection and analysis for incremental growth in academics.

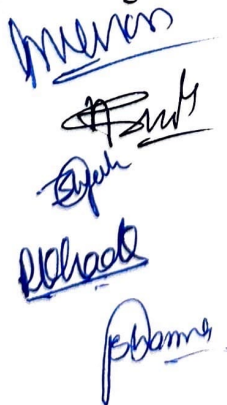
Item 7. Anyother agenda with permission of the chair.

No point was raised under this item.

Meeting was ended with a vote of thanks by IQAC coordinator, Dr. Ajai Kumar Singh.

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



[MINUTES OF MEETING]

April 29th, 2022

7. Dr. Neeta Gudawar *Neeta Gundawar*
8. Dr. Ganesh Nikalje
9. Mr. Kuldeep Mhatre *Kuldeep Mhatre*
10. Mr. Bharat Khatri
11. Mr. Jitendra Patil *Patil*
12. Mr. Manoj Khitani *07/09/2022*



[Signature]
Principal
R. K. Talreja College
ULHASNAGAR-3.