



*Internal Quality Assurance Cell*  
Ramsheth Thakur College of Commerce and  
Science, Kharghar



**Internal Quality Assurance Cell (IQAC)**  
**(2020-21)**

**Notice**

**Date: 16<sup>th</sup> June 2020**


All the teaching staff are hereby informed that the online meeting is scheduled on Saturday, 20<sup>th</sup> June 2020 at 3.00 pm. The Google meet link will be sent on official whatsapp group.

**Agenda of the meeting:**

1. Commencement of Academic Year 2020-21
2. Online Lectures Time-Table
3. Any other the permission of Chair

  
Co-ordinator  
IQAC



  
Principal  
Ramsheth Thakur College  
of Commerce and Science,  
Kharghar



*Internal Quality Assurance Cell*  
**Ramsheth Thakur College of Commerce and  
Science, Kharghar**



**Internal Quality Assurance Cell (IQAC)**  
**(2020-21)**

**Minutes of meeting on Saturday, 20<sup>th</sup> June, 2020.**

**Venue:** Online Google Meet

**Time:** 3.00 pm

The Internal Quality Assurance Cell (IQAC) meeting commenced at 3.00 pm and was headed by the Mr. S. D. Shah, Principal and Chairman of the IQAC at Ramsheth Thakur College of Commerce and Science, located in Kharghar, Navi-Mumbai.

Mrs. Maheshwari Zirpe, Co-ordinator, IQAC extended a warm welcome the Principal & Chairman, IQAC, all the head of the Departments and staff members for the meeting:

**In the meeting progress of preparation of each criterion to date was discussed briefly: -**

**Agenda 1:- Commencement of Academic Year 2020-21**

The Principal read the circular of university of Mumbai & announced that due to Pandemic the Academic Year 2020-21 will commence online till the further notice. All faculty Heads are informed to prepare for the commencement of classes and communicate necessary information to students.

He also asked all the teacher to prepare PPT lecture and use Google meet/ ZOOM meeting to conduct the lectures. He also informed to send the link of the meet well in advance on the Google Calander and follow the time table.

**Agenda 2:- Online Lectures Time-Table**

The online lectures time-table for the upcoming academic year was discussed and finalized.


The Principal suggested the teachers to conduct the lectures online and have counselling session for the students in order to have mental wellbeing of the students. To ensure the emotional welfare of the pupils, the principal recommended that the teachers provide online courses and hold counselling sessions.

**Agenda 3:- Any other business with the permission of the Chair**

As there were no other agenda, the meeting concluded with vote of thanks.

  
**Co-ordinator**  
IQAC



  
**Principal**  
Ramsheth Thakur College  
of Commerce and Science,  
Kharghar



*Internal Quality Assurance Cell*  
Ramsheth Thakur College of Commerce  
and Science, Kharghar



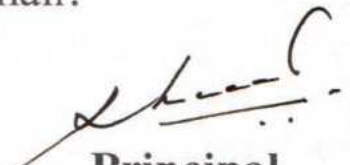
**Notice**

The chairpersons of the entire seven criterions are hereby informed that the meeting has been scheduled on Friday, January 29th 2021, in the Boardroom at 11.00 A.M.

Agenda of meeting:

1. Feedback of online activities conducted for odd semester of academic year 2020-21.
2. To discuss criteria wise data collection as per NAAC format.
3. To discuss the plan of action for even semester of academic year 2020-21
4. Any other agenda with the permission of chair.

  
Coordinator,  
*IQA Cell*

  
Principal

Date: 27-01-2021





**Internal Quality Assurance Cell**  
**Ramsheth Thakur College of Commerce**  
**and Science, Kharghar**



Received the notice of a meeting, scheduled on 29.01.2021 at 11.00 AM

Sr. No.	Name	Designation	Sign
1.	Principal Prof. S. D. Shah	Chairman	
2.	Prof. Pravara Sharma	Member	29/1/21
3.	Prof. Reet Thule	Member	
4.	Prof. Smita Raut	Member	
5.	Prof. Namita Akhaury	Member	29/1/21
4.	Prof. Namrata Gajara	Member	
6.	Prof. Rashmi Patil	Member	
7.	Prof. Ranjana Rana	Member	
9.	Prof. Maheshwari Zirpe	Co-ordinator	29/1/21





**Internal Quality Assurance Cell**  
**Ramsheth Thakur College of Commerce**  
**and Science, Kharghar**



**Minutes of Meeting**

Date: 29.01.2021

Time: 11:00 am

Chairperson: Principal

Venue: Board Room

Meeting Number: \_\_\_\_

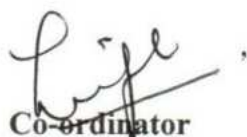
Following members were present for the meeting:

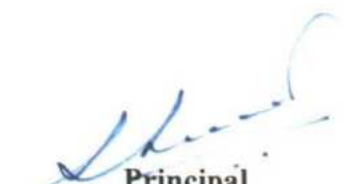
Sr. No.	Name	Designation	Sign
1.	Principal Prof. S. D. Shah	Chairman	
2.	Prof. Pravar Sharma	Member	29/1/21
3.	Prof. Reet Thule	Member	
4.	Prof. Smita Raut	Member	
5.	Prof. Namita Akhaury	Member	
4.	Prof. Namrata Gajara	Member	
6.	Prof. Rashmi Patil	Member	
7.	Prof. Ranjana Rana	Member	
9.	Prof. Maheshwari Zirpe	Co-ordinator	29/1/21





- Agenda 1: Feedback of online activities conducted for odd semester of AY (2020-21)**  
All the head of department gave the details of the activities conducted online for odd semester of AY (2020-21).
- Agenda 2: To Discuss Criteria wise data collection as per NAAC format.**  
Feedback was given by the chairman, IQAC to the Criteria heads and the members to prepare the list of data required metric wise and collect the data accordingly from each departments and the committees.  
The co-ordinator, IQAC gave the details of activities submitted by all the departments and co-ordinators of various committees for odd semester.  
The Chairman, IQAC, appealed to all the co-ordinators & the heads of the department to submit the remaining activities documents to IQAC cell.
- Agenda 3: To Discuss the plan of action for even semester of AY (2020-21)**  
The principal instructed all the HODs to plan systematic academic activities, Lectures and co-curricular activities and initiation of various online activities for Even Semester AY (2020-21).  
He also appealed all the staff members to complete the academic dairy and submit it in the cabin.
- Agenda 4: Any other agenda with the permission of Chairman**  
Chairman were invited to propose any additional items for discussion. As there were no other agenda the meeting concluded with the proposed vote of thanks by Mrs.Padmapriya.

  
Co-ordinator  
IQAC

  
Principal  
Ramsheth Thakur College  
of Commerce and Science,  
Kharghar





*Internal Quality Assurance Cell*  
**Ramsheth Thakur College of Commerce and  
Science, Kharghar**



NOTICE

All the Chairperson of the criterions and the Co-ordinators of various committees are hereby informed that, the meeting has been schedule on Wednesday, February 24<sup>th</sup>, 2021 at 12.45 pm in Board room.

The meeting will undertake the following agenda:

**Agenda of meeting**

1. Confirmation of the minutes of the previous meeting of IQAC held on 29<sup>th</sup> Jan 2021 at 11.00am.
2. Review of academic activities of Odd semester AY (2020-21).
3. Review of Activities [All Associations / Committees] conducted in Odd semester of AY (2020-21).
4. Strategies for re-opening of college post-COVID.
5. Review on Survey of Students' Satisfaction Index & action required to be taken on the feedback.
6. Discussion on Result of odd-semester.
7. Any other agenda with the permission of chairman.

  
Co-ordinator

**Date: 20-02-21**



  
Principal





*Internal Quality Assurance Cell*  
**Ramsheth Thakur College of Commerce and  
Science, Kharghar**



**CC To:**

1. For circulation among all the Criterion Heads
2. All the Departmental Heads
3. Chairperson, Examination Cell
4. Program Officer, NSS
5. Extension Officer, DLLE
6. Chairperson, Cultural Association
7. Chairperson, Sports Association
8. Chairperson, Commerce Association
9. Chairperson, Science Association
10. Chairperson, Management Association
11. Chairperson, Women Development Cell
12. Chairperson, Student Council
13. Chairperson, Staff welfare Association
14. Chairperson, English Association
15. Chairperson, Aavishkar Research Convention
16. Chairperson, Marathi Vadngmay Mandal
17. Chairperson, Covid-19 Safety Guidelines MC
18. Chairperson, Remedial Coaching
19. Chairperson, Grievance Redressal Committee
20. Chairperson, Attendance Committee
21. Chairperson, Feedback Committee
22. Chairperson, Swachha Campus Cell
23. Chairperson, Nature Club
24. Chairperson, Skill Development Committee
25. Chairperson, Human Value Cell
26. Chairperson, Educational Excursion & IV Committee
27. Chairperson, Anti ragging Committee
28. Chairperson, T & P Cell
29. Chairperson, IT & Digital Cell
30. Chairperson, Discipline Committee
31. Chairperson, Library Committee
32. Chairperson, Public Relation & Development
33. Librarian
34. Office Superintendent
35. Office File







# Internal Quality Assurance Cell

## Ramsheth Thakur College of Commerce and Science, Kharghar



### Minutes of Meeting

Date: 24.02.2021

Time: 12:40 pm

Chairperson: Principal

Venue: Board-Room

Meeting Number: \_\_\_\_

Following members were present for the meeting:

Sr. No.	Name	Designation	Sign
1.	Principal Prof. S. D. Shah	Chairman	
2.	Prof. Namrata Gajara	Head - B.Com	
3.	Prof. Reet Thule	Head-BMS	
4.	Prof. Pravar Sharma	Head-B.Com[A/F]	
5.	Prof. Rashmi Patil	Head - IT	
4.	Prof. Maheshwari Zirpe	Head - Chemistry	
6.	/Prof. Smita Raut	Head -Physics	
7.	/Prof. Ranjana Rana	Head-Maths	
9.	Prof. Namita Akhaury	Head- Botany	
10.	Prof. Pravar Sharma	Head, Criterion - I	
11.	/Prof. Reet Thule	Head, Criterion - II	
12.	/Prof. Smita Raut	Head, Criterion - III	
13.	Prof. Namita Akhaury	Head, Criterion - IV	
14.	/Prof. Namrata Gajra	Head, Criterion - V	





# Internal Quality Assurance Cell

## Ramsheth Thakur College of Commerce and Science, Kharghar



15.	/Prof. Rashmi Patil	Head, Criterion - VI	<u>Patil</u>
16.	/Prof. Ranjana Rana	Head, Criterion -VII	
17.	/Prof. Rashmi Patil	Chairperson, Examination Cell	<u>Patil</u>
18.	Prof. Santu Parui	Program Officer, NSS	<u>Parui</u>
19.	Prof. Mahesh Dhaigude	Extension Officer, DLLE	<u>Mane</u>
20.	/Prof. Namrat Gajra	Chairperson, Commerce Association	<u>Gajra</u>
21.	/Prof. Smita Raut	Chairperson, Science Association	<u>Raut</u>
22.	/Prof. Reet Thule	Chairperson, Management Association	
23.	/Prof. Namita Akhaurye	Chairperson, WD Cell	<u>Namita</u>
24.	/Prof. Smita Raut	Chairperson, Student Council	<u>Raut</u>
25.	/Prof. Reet Thule	Chairperson, Staff Welfare Assn.	
26.	Prof.[Dr.] Mahadev Chavan	Chairperson, English Association,	<u>Chavan</u>
27.	Prof.[Dr.]Sumedh Lokhande	Chairperson, Aavishkar	<u>Lokhande</u>
28.	Prof. Rohit Patil	Chairperson, Marathi Vadngmay	<u>Patil</u>
29.	Prof. Santu Parui	Chairperson, Covid-19 SGMC	<u>Parui</u>
30.	/Prof. Ranjana Rana	Chairperson, Remedial Coaching	
31.	Prof. Sharadkumar Shah	Chairperson, Student Grievance	<u>Shah</u>
32.	Prof. Rewan Shinde	Chairperson, Attendance Committee	<u>Rewan</u>





*Internal Quality Assurance Cell*  
**Ramsheth Thakur College of Commerce and  
Science, Kharghar**



33.	Prof. Rahul Kamble	Chairperson, Feedback Com	<i>R Kamble</i>
34.	Prof. Santu Parui	Chairperson, Swachh Campus Cell	<i>S Parui</i>
35.	/Prof. Safina Mukadam	Chairperson, Nature Club	<i>Safina</i>
36.	/Prof. Priyanka Pandey	Chairperson, Skill Development	<i>Priyanka</i>
37.	Prof. Dr. Jumedh Lokhande	Chairperson, Human Value Cell	<i>J Lokhande</i>
38.	Prof. Dr. Jumedh Lokhande	Chairperson, Educational IV	<i>J Lokhande</i>
39.	Prof. Shrawankumar Shah	Chairperson, Anti-ragging Cell	<i>Shrawank</i>
40.	/Prof. Sanjana Khaire	Chairperson, T & P cell	<i>Sanjank</i>
41.	/Prof. Rashmi Patil	Chairperson, IT & Digital Cell	<i>R Patil</i>
42.	/Prof. Pravar Sharma	Chairperson, Discipline Com	<i>Pravar</i>
43.	/Prof. Pravar Sharma	Chairperson, Library Com.	<i>Pravar</i>
44.	Prof. Dr. Jumedh Lokhande	Chairperson, Public Relation & D	<i>J Lokhande</i>
45.	/Prof. Namita Akhaurye	Chairperson, Cultural Association	<i>Namita</i>
46.	Prof. Vinayak Chakravarti	Physical Director, Sports & Gymkhana	<i>Vinayak</i>
47.	Mr. Vaibhav Zagade	Librarian	
48.	Mr. Nitin Vaskar	Office Superintendent	
49.	<b>Prof. Maheshwari Zirpe</b>	<b>IQAC Coordinator</b>	<i>M Zirpe</i> 24/2/21





- Agenda 1: Confirmation of the Minutes of the previous Meeting:**  
The IQAC co-ordinator began with the confirmation of the minutes of the previous meeting held on 29<sup>th</sup> Jan 2021. The minutes were reviewed, and no corrections were suggested. Mr. Shah moved to approve the minutes, and Mr. Pravar Sharma and other heads seconded the motion. The minutes of the previous meeting were unanimously approved.
- Agenda 2: Review of academic activities of odd Semester AY (2020-21)**  
The academic activities of the odd semester AY (2020-21) were discussed in detail. All Hods presented a summary of the academic performance, highlighting any notable achievements and areas that need improvement. Members were encouraged to provide input and suggestions for enhancing the academic experience in the upcoming semesters.
- Agenda 3: Review of activities conducted (All Associations/Committees) in Odd semester**  
Each association and committee co-ordinator provided a brief overview of the activities conducted during the odd semester. Members discussed the impact of these activities on student engagement and overall campus life. Suggestions for improvement and collaboration between different groups were encouraged.
- Agenda 4: Strategies for re-opening of college Post-COVID**  
The committee deliberated on strategies for the safe re-opening of the college post-COVID. Discussions included considerations for vaccination drives, hygiene protocols, and flexible learning options. A comprehensive plan for a phased return to normalcy was developed, taking into account the latest health guidelines and local conditions.
- Agenda 5: Review on Survey of Students' Satisfaction index & action required to be taken on the feedback.**  
The results of the survey on the student satisfaction index were presented and discussed. Members analyzed the feedback and identified key areas for improvement. Action items were assigned to relevant committees and individuals to address the concerns raised by students. A follow-up mechanism was established to track the progress of these actions.





*Internal Quality Assurance Cell*  
**Ramsheth Thakur College of Commerce and  
Science, Kharghar**




**Agenda 6: Discussion on result of odd-semester**

The academic results of the odd semester were reviewed, and any concerns or trends were discussed. Strategies for providing additional support to struggling students were explored. The committee also considered ways to recognize and celebrate the achievements of high-performing students.

**Agenda 7: Any other agenda with the permission of Chairman**

Chairman were invited to propose any additional items for discussion. As there were no other agenda the meeting concluded with the proposed vote of thanks by Mrs. Namita Akhaury.

  
**Co-ordinator**  
IQAC

  
**Principal**  
Ramsheth Thakur College  
of Commerce and Science,  
Kharghar





*Internal Quality Assurance Cell*  
Ramsheth Thakur College of Commerce and  
Science, Kharghar



**Internal Quality Assurance Cell (IQAC)**  
**(2020-21)**

**Notice**

**Date: 5<sup>th</sup> March 2021**


All the teaching staff are hereby informed that the meeting is scheduled on Saturday, 7<sup>th</sup> March 2021. The meeting will be held in the boardroom at 1.00 pm.

**Agenda of the meeting:**

1. Confirmation of minutes of previous meeting
2. Status of Completion of Syllabus of Even Semester
3. Conduction of Online Practical Examination
4. Conduction of Online Theory Examination
5. Any other the permission of Chair

  
Co-ordinator  
IQAC



  
Principal  
Ramsheth Thakur College  
of Commerce and Science,  
Kharghar



*Internal Quality Assurance Cell*  
**Ramsheth Thakur College of Commerce and  
Science, Kharghar**



**Internal Quality Assurance Cell (IQAC)**  
**(2020-21)**

**Minutes of meeting on Saturday, 7<sup>th</sup> March, 2020.**

**Venue:** Online Google Meet

**Time:** 3.00 pm

The Internal Quality Assurance Cell (IQAC) meeting commenced at 3.00 pm and was headed by Mr. S. D. Shah, Principal and Chairman of the IQAC at Ramsheth Thakur College of Commerce and Science, located in Kharghar, Navi-Mumbai.

Mrs. Maheshwari Zirpe, Co-ordinator, IQAC extended a warm welcome the Principal & Chairman, IQAC, all the head of the Departments and staff members for the meeting:

**In the meeting progress of preparation of each criterion to date was discussed briefly: -**

**Agenda 1:- Commencement of Academic Year 2020-21**

The minutes of the previous meeting were circulated. Members are requested to confirm or provide any corrections.

**Agenda 2:- Status of Completion of Syllabus of Even Semester**

The department heads present updates on the progress of syllabus completion for the ongoing semester. Discussion on any challenges faced and strategies to ensure timely completion.

**Agenda 3:- Conduction of Online VIVA/Practical Examination**

Review was given by each Head of department of plans and preparations for the online practical examinations necessitated by the ongoing pandemic. Principal instructed the HODs and Examination Committee to communicate the same with the students & to ensure a smooth process of Online examination.

**Agenda 4:- Conduction of Online Theory Examination**

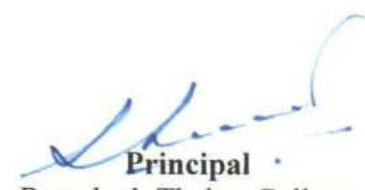
Examination committee provided the updates on the arrangements for conducting online theory examinations, ensuring fairness, security, and adherence to guidelines.

**Agenda 5:- Any other business with the permission of the Chair**

As there was no other agenda, the meeting concluded with a vote of thanks.

  
Co-ordinator  
IQAC



  
Principal  
Ramsheth Thakur College  
of Commerce and Science,  
Kharghar



*Internal Quality Assurance Cell*  
**Ramsheth Thakur College of Commerce and  
Science, Kharghar**



**Internal Quality Assurance Cell (IQAC)**

**Attendance Sheet for meeting on 7<sup>th</sup> March 2021**

1	Mr. S. D. Shah <i>Principal</i>	<i>[Signature]</i>
2	Mrs Maheshwari Zirpe	<i>Zirpe</i>
3	Mr. Pravara Sharma	<i>Sharma</i>
4	Ms. Namrata Gajra	<i>Namrata</i>
5	Mrs. Namita Akhaury	<i>Namita</i>
6	Ms. Karishma Patil	<i>Karishma</i>
7	Mrs. Reet Thule	<i>Thule</i>
8	Mrs. Ranjana Rana	<i>Ranjana</i>
9	Mrs. Safina Mukadam	<i>Safina</i>
10	Ms. Smita Raut	<i>Raut</i>
11	Mr. Rohit Patil	<i>Rohit Patil</i>
12	Mrs. Rashmi Patil	<i>Rashmi</i>
13	Mr. Mahesh Dhaigude	<i>Mahesh</i>
14	Mrs. Minal Mandave	<i>Minal</i>
15	Ms.Madhuri Thanage	<i>Madhuri</i>
16	Mrs.Sukanya Thombare	<i>Sukanya</i>
17	Ms.Narayankar Vandana	<i>Vandana</i>
18	Ms.Sneha Chogale	<i>Sneha</i>
19	Mr.Sumedh Lokhande	<i>Sumedh</i>
20	Mr.Mahadev Chavan	<i>Mahadev</i>
21	Mrs.Jinal Pandya	<i>Jinal</i>
22	Ms.Shalini Rastogi	<i>Shalini</i>
23	Ms.Sanjana Khaire	<i>Sanjana</i>
24	Mr.Mahadev Chavan	







*Internal Quality Assurance Cell*  
Ramsheth Thakur College of Commerce and  
Science, Kharghar



**Internal Quality Assurance Cell**  
**(2020-21)**

**Action Taken Report**

<b>Date of IQAC Meetings</b>	<b>Major decisions on quality initiatives</b>	<b>Action Taken</b>
20-06-2020	Commencement of Academic year 2020-21, online lectures time table	The online lectures time table for the academic year 2020-21 has been prepared, ensuring a smooth transition to online learning using online platforms such as google meet, Zoom Meet, Microsoft Team etc. Flexibility and student feedback are taken into account for further refinements.
29-01-2021	Preparation of Even semester activities, NAAC data collection	NAAC data collection for even semester activities is in progress. Data is systematically collected and organized to support the accreditation process.

  
Co-ordinator  
IQAC



  
Principal  
RTCCS, Kharghar