

ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
MIRA ROAD, THANE

INTERNAL QUALITY ASSURANCE CELL

03rd January 2018

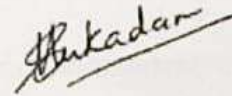
NOTICE

A meeting of the members of the I.Q.A.C. will be held on 10th January 2018 at Principal's Office at 3.30 p.m. to discuss the following agenda:


1. Construction of IQAC Cell as per NAAC regulations
2. Discussion on quality initiatives to be taken in academic and administrative domain.
3. Any other matter with the permission of the chair.



Ms. Sonia Bombacha
I.Q.A.C. Coordinator



Dr. Safia Mukadam
Principal



PRINCIPAL
ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
Royal College Campus, Penkar Pada,
Mira Road (E), Dist. Thane- 401 107.

MINUTES OF THE MEETING HELD ON 10TH JANUARY 2018

Agenda I :Construction of IQAC Cell as per NAAC regulations

Dr. SafiaMukadam (Principal) and other staff members suggested CBT for establishing IQAC Cell as per the regulations of NAAC. CBT finalized the members of the IQAC Cell as follows:

S.No.	Name	Designation
1	Dr. Safia Mukadam	Chairperson, IQAC
2	Prof. Asgar E. Lakdawala	Management Member(Founder & Chairman, RCERW)
3	Ms. Afroz Shattari	Management Member(Managing Trustee, RCERW)
4	Ms. Zainab Valikarimwala	Local Society Member(Managing Trustee, Royal College of Arts, Science and Commerce)
5	Ms. Maleka Bootwala	Local Society Member(Managing Trustee, Royal College of Arts, Science and Commerce)
6	Ms.Dolly Menon	Stakeholders (Royal H.A. Girls' High School)
7	Ms. Anjum Parveen	Stakeholders (Royal Y.F. Zaveri Urdu School)
8	Asst. Prof Smriti Sood	Representative of Teaching staff
9	Asst. Prof. Mandrita Mitra	Assistant IQAC Coordinator
10	Asst. Prof.Dr. Shumaila Siddiqui	Representative of Teaching staff
11	Asst. Prof. Sonal Chavan	Representative of Teaching staff
12	Ms. Pradnya Nerurkar	Senior Administrative Staff
13	Asst. Prof. Sonia Bombacha	IQAC Coordinator

Agenda II :Discussion on quality initiatives to be taken in academic and administrative domain

Dr. SafiaMukadam (Principal) and other staff members suggested quality improvement and initiatives in following areas:

Academic Domain:- Innovative Teaching Learning Activities and methods like experiential learning, child centered approach

Administrative Domain:- Use of Log Book , Strengthening Feedback Mechanism

Agenda III: Any other matter with the permission of the chair.

As there was no other matter to be discussed the meeting ended with thanks to the chair.

Ms. Sonia Bombacha
I.Q.A.C. Coordinator

Dr. SafiaMukadam
Principal



PRINCIPAL
ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
Royal College Campus, Penkar Pada,
Mira Road (E), Dist. Thane- 401 107.

MEMBERS PRESENT FOR THE MEETING ON 10TH JANUARY 2018

S.No.	Name	Designation
1	Dr. Safia Mukadam	Chairperson, IQAC
2	Prof. Asgar E. Lakdawala	Management Member(Founder & Chairman, RCERW)
3	Ms. Afroz Shattari	Management Member(Managing Trustee, RCERW)
4	Ms. Zainab Valikarimwala	Local Society Member(Managing Trustee, Royal College of Arts, Science and Commerce)
5	Ms. Maleka Bootwala	Local Society Member(Managing Trustee, Royal College of Arts, Science and Commerce)
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11	Asst. Prof. Sonal Chavan	Representative of Teaching staff
12	Ms. Pradnya Nerurkar	Senior Administrative Staff
13	Asst. Prof. Sonia Bombacha	IQAC Coordinator

Ms. Sonia Bombacha
I.Q.A.C. Coordinator

Dr. Safia Mukadam
Principal



PRINCIPAL

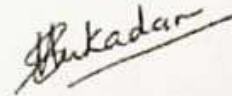
ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
Royal College Campus, Peekar Padu,
Mira Road (E), Dist. Thane- 401 107.

ACTION REPORT
Academic Year 2017-2018

Areas	Plan	Action
Establishment of Cell	<ul style="list-style-type: none">• Construction of IQAC Cell as per NAAC regulations	<ul style="list-style-type: none">• IQAC Cell as per NAAC regulations established with 13 members representing CBT, Stakeholders and B.Ed. staff
Quality Initiatives	<ul style="list-style-type: none">• Quality initiatives to be taken in academic and administrative domain	<ul style="list-style-type: none">• Assigned to all staff members• Academic Domain :- Innovative Teaching Learning Activities and methods like experiential learning, child centered approach• Administrative Domain:- Use of Log Book , Strengthening Feedback Mechanism



Ms. Sonia Bombacha
I.Q.A.C. Coordinator



Dr. Safia Mukadam
Principal



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ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
MIRA ROAD, THANE

INTERNAL QUALITY ASSURANCE CELL

08th December 2019

NOTICE

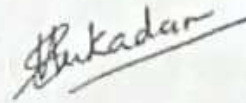
A meeting of the members of the I.Q.A.C. will be held on 15th December 2019 at Principal's Office at 3.30 p.m. to discuss the following agenda:

1. Augmentation of library by making it digital
2. Inculcation of values among future teachers
3. Guidance and Counselling of students
4. Any other matter with the permission of the chair.



Ms. Sonia Bombacha

I.Q.A.C. Coordinator



Dr. Safia Mukadam

Principal



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ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
Royal College Campus, Penkar Pada,
Mira Road (E), Dist. Thane- 401 107.

MINUTES OF THE MEETING HELD ON 15TH DECEMBER 2019

Agenda I: Augmentation of library by making it digital

Members of IQAC Cell agreed on augmentation of library by making it digital through library software and online Public Access Catalogue and also provide training to library staff for the same.

Agenda II :Inculcation of values among future teachers

Members of IQAC Cell agreed on inculcating various values like- social, National, Moral, Economical, Institutional, Environmental and Universal values among the future teachers through transaction of various teaching learning activities in line with the vision and mission of the institution

Agenda III :Guidance and counselling of students

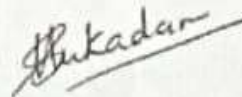
Members of IQAC agreed on providing guidance and counselling to students related to personal, academic and vocational areas.

Agenda IV: Any other matter with the permission of the chair.

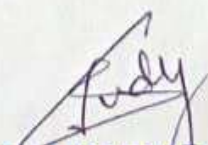
As there was no other matter to be discussed the meeting ended with thanks to the chair.



Ms. Sonia Bombacha
I.Q.A.C. Coordinator



Dr. Safia Mukadam
Principal



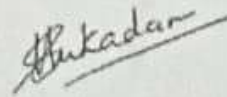
PRINCIPAL
ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
Royal College Campus, Penkar Pada,
Mira Road (E), Dist. Thane- 401 107.

MEMBERS PRESENT FOR THE MEETING ON 15TH DECEMBER 2019

S.No.	Name	Designation
1	Dr. Safia Mukadam	Chairperson, IQAC
2	Prof. Asgar E. Lakdawala	Management Member(Founder & Chairman, RCERW)
3	Ms. Afroz Shattari	Management Member(Managing Trustee, RCERW)
4	Ms. Zainab Valikarimwala	Local Society Member(Managing Trustee, Royal College of Arts, Science and Commerce)
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13	Asst. Prof. Sonia Bombacha	IQAC Coordinator




Ms. Sonia Bombacha
I.Q.A.C. Coordinator



Dr. Safia Mukadam
Principal



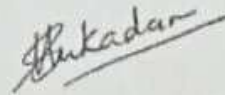

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ACTION REPORT
Academic Year 2018-2019

Areas	Plan	Action
Up gradation of resources	<ul style="list-style-type: none">• Augmentation of library by making it digital	<ul style="list-style-type: none">• Subscription of e-Granthalaya Library Management Software along with training of Library Staff
Value Development	<ul style="list-style-type: none">• Inculcation of values among future teachers	<ul style="list-style-type: none">• Assigned to all staff members• National Values:- Celebrations of National and Cultural Festivals• Inculcating Core Elements in Lesson Planning• Theme based lessons catering to social development goals
Guidance and Counselling	<ul style="list-style-type: none">• Personal, academic and vocational guidance	<ul style="list-style-type: none">• Assigned to Ms. SmritiSood and Ms. MandritaMitra• Observation of World's Mental Health Day through seminar presentation, Mindfulness session, Yoga & meditation• Remedial and Enrichment Programme, Skill Development Programme and guidance in subject selection




Ms. Sonia Bombacha
I.Q.A.C. Coordinator



Dr. Safia Mukadam
Principal




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ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
MIRA ROAD, THANE

INTERNAL QUALITY ASSURANCE CELL

22nd March 2020

NOTICE

A meeting of the members of the I.Q.A.C. will be held on 30th March, 2020 on Zoom Link at 4 p.m. to discuss the following agenda:


1. Training for e-content development for faculties and transition to online teaching and learning
2. Any other matter with the permission of the chair.



Ms. Sonia Bombacha
I.Q.A.C. Coordinator



Dr. Safia Mukadam
Principal



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Royal College Campus, Penkar Pada,
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MINUTES OF THE MEETING HELD ON 30TH MARCH 2020

Agenda I : Training for e-content development for faculties and transition to online teaching and learning

Dr. Safia Mukadam (Principal) and other staff members suggested to start with the online teaching classes with the help of suitable online platforms. The responsibility of training the staff members and the students with online platform was delegated to Dr. Shumaila Siddiqui and Ms. Smriti Sood.

The challenges, issues and solutions related to conduct of online classes were also discussed in the meeting.

In view of continuing Pandemic situation, the following needs to be auctioned for teaching leaning transitions:

1. In-house workshop to train the faculty for development of e-content
2. Establishment of recording facilities
3. Provision of technical Assistance
4. Provision of computers and internet facility in campus for those teachers who are unable to take lectures from home

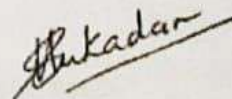
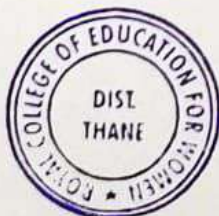
Agenda II: Any other matter with the permission of the chair.

As there was no other matter to be discussed the meeting ended with thanks to the chair.



Ms. Sonia Bombacha

I.Q.A.C. Coordinator



Dr. Safia Mukadam

Principal



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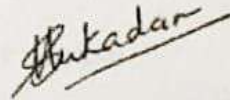
MEMBERS PRESENT FOR THE MEETING ON 30TH MARCH 2020

Sr. No.	Name of the Members
1	Dr. Safia Mukadam
2	Ms. Smriti Sood
3	Ms. Prathna Lakhiani
4	Ms. Mandrita Mitra
5	Ms. Sonia Bombacha
6	Dr.(Ms) Shumaila Siddiqui
7	Ms. Sonal Chavan



Ms. Sonia Bombacha

I.Q.A.C. Coordinator



Dr. Safia Mukadam

Principal



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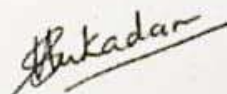
ACTION REPORT
Academic Year 2019-2020

Areas	Plan	Action
Skill Development	<ul style="list-style-type: none">• Training of Faculty for development of e-content	<ul style="list-style-type: none">• Guidance Provided by Prof Smriti Sood and Prof. Shumaila Siddique
Establishment of Recording Facilities	<ul style="list-style-type: none">• Recording of Online Class Activities	<ul style="list-style-type: none">• Assigned to all staff members• Usage of Google Classroom, Zoom for Online Classes
Technical Assistance	<ul style="list-style-type: none">• Online Technical Assistance	<ul style="list-style-type: none">• Assigned to mr.Dinesh
Campus Resources	<ul style="list-style-type: none">• Provision of Computers and Internet Facility in Campus	<ul style="list-style-type: none">• Availability of ICT lab and wifi and internet facility



Ms. Sonia Bombacha

I.Q.A.C. Coordinator



Dr. Safia Mukadam

Principal



Handwritten signature of the Principal in blue ink.

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ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
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ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
MIRA ROAD, THANE

INTERNAL QUALITY ASSURANCE CELL

08th December 2019

NOTICE

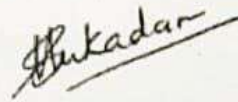
A meeting of the members of the I.Q.A.C. will be held on 15th December 2019 at Principal's Office at 3.30 p.m. to discuss the following agenda:

1. Augmentation of library by making it digital
2. Inculcation of values among future teachers
3. Any other matter with the permission of the chair.



Ms. Sonia Bombacha

I.Q.A.C. Coordinator



Dr. Safia Mukadam

Principal



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ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
Royal College Campus, Penkar Pada,
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MINUTES OF THE MEETING HELD ON 15TH APRIL 2021

Agenda I : Use of e-resources for online teaching and learning

Dr. Safia Mukadam (Principal) and other staff members suggested to use e-resources like Google classroom, teaching softwares and other online platforms for online teaching classes. The faculty suggested continuation of using Google classrooms and Zoom for transaction of online teaching learning activities. The challenges, issues and solutions related to conduct of online classes were also discussed in the meeting.

Agenda II : Evaluation of students in online mode

Dr. Safia Mukadam (Principal) and other staff members suggested to use online platforms like Google classroom for conducting online evaluation of students. The faculty suggested continuation of using Google classrooms and Zoom for online submission of assignment and curriculum related work.

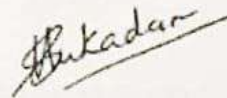
Agenda III: Any other matter with the permission of the chair.

As there was no other matter to be discussed the meeting ended with thanks to the chair.




Ms. Sonia Bombacha

I.Q.A.C. Coordinator



Dr. Safia Mukadam

Principal




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ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
Royal College Campus, Penkar Pada,
Mira Road (E), Dist. Thane- 401 107.

MEMBERS PRESENT FOR THE MEETING ON 30TH MARCH 2020


Sr. No.	Name of the Members
1	Dr. Safia Mukadam
2	Ms. Smriti Sood
3	Ms. Prathna Lakhiani
4	Ms. Mandrita Mitra
5	Ms. Sonia Bombacha
6	Dr.(Ms) Shumaila Siddiqui
7	Ms. Sonal Chavan



Ms. Sonia Bombacha
I.Q.A.C. Coordinator



Dr. Safia Mukadam
Principal



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Royal College Campus, Penkar Pada,
Mira Road (E), Dist. Thane- 401 107.

ACTION REPORT
Academic Year 2020-2021

Areas	Plan	Action
Skill Development	<ul style="list-style-type: none">• Use of e-resources for online teaching and learning	<ul style="list-style-type: none">• Use of Google classroom and Zoom
Online Evaluation	<ul style="list-style-type: none">• Evaluation of students in online mode	<ul style="list-style-type: none">• Assigned to all staff members• Usage of Google Classroom, Zoom for Online submission of assignments and curriculum activities



Ms. Sonia Bombacha

I.Q.A.C. Coordinator



Dr. Safia Mukadam

Principal



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ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
MIRA ROAD

INTERNAL QUALITY ASSURANCE CELL

20th JUNE 2021

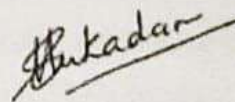
NOTICE

A meeting of the members of the I.Q.A.C. will be held on 27th June, 2021 on Zoom at 4 p.m. to discuss the following agenda:

1. Discussion on Criteria I for NAAC
2. Discussion on Criteria 2 for NAAC
3. Discussion on Criteria 3 for NAAC.
4. Discussion on Criteria 4 for NAAC.
5. Discussion on Criteria 5 for NAAC.
6. Discussion on Criteria 6 for NAAC.
7. Discussion on Criteria 7 for NAAC.
8. Suggestions from our stakeholders.
9. Any other matter with the permission of the chair.



Ms. Sonia Bombacha
I.Q.A.C. Coordinator



Dr. Safia Mukadam
Principal



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Royal College Campus, Penkar Pada,
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MINUTES OF THE MEETING HELD ON 27TH JUNE,2021

Agenda I : Discussion on Criteria I.

Dr. Safia Mukadam shared that from the said Academic Year, for each criteria prescribed by N.A.A.C, there will be one faculty in charge who would be responsible for maintaining data of the prescribed criteria and would also work towards attainment of quality parameters prescribed by N.A.A.C. in each Key Indicator towards achieving quality outcomes. Ms. Mandrita Mitra was announced as the in charge for Criteria I.

Ms. Mandrita Mitra was directed to plan for new activities for the said Academic Year with focus on Skills, Employability, Entrepreneurship, Gender Issues. Environment, Value Education and other relevant subjects.

Composition of Curriculum Lab Committee

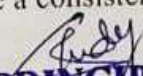
Sr. No.	Name	Category
1	Dr. Safia Mukadam	Principal
2	Dr. Shumaila Siddiqui	Curriculum Lab Co-ordinator
3	Ms. Mandrita Mitra	Member
4	Ms. Sonia Bombacha	I.Q.A.C. Coordinator
5	Ms. Prerna Sawant	Librarian

The chair appreciated the efforts taken and added that student certifications would definitely get a boost with these initiatives.

Agenda II : Discussion on Criteria 2.

Dr. Safia Mukadam announced that Ms. Smriti Sood would lead Criteria 2. She was directed to plan for events under the auspices of Innovation Club for aiding digital teaching and learning under which the faculty can be taught innovative methods of engaging students in learning. She further added that there must be additional content on institution's e- learning portal. She further added that there is a need to increase the institutions global linkages and the Curriculum Coordinator must make a consistent effort in




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Royal College Campus, Penkar Pada,
Mira Road (E), Dist. Thane- 401 107.

this direction.

Agenda III : Discussion on Criteria 3.

Dr. Safia Mukadam announced that she herself would lead Criteria 3 and directed her to plan for the attainment of the following:

- To decide on research publications in quality journals.
- To increase the number of students participating in Research Work
- To plan for faculty participation in major/minor projects.
- Collaborate with NGO's and Schools for student/ research project,
- To strengthen Alumni Engagement practices and events.
- To increase Extension Activities involving major impact on the society.
- Increase in number of State, National and International Conferences /Seminars/ Workshops / Faculty Development Programmes.

Agenda IV : Discussion on Criteria 4.

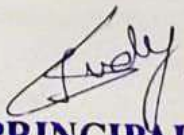
Dr. Safia Mukadam announced that Ms. Sonal Chavan would lead Criteria 4 and directed her to plan for the attainment of the following:

- To Increase utilization of E-resources in the library
- Full automation.

It was further added that towards increasing utilization of E-resources in the library the Library Advisory Committee should be directed to conduct regular Workshops and Awareness Programs on usage of e-resources, increasing the use of E-resources by making it compulsory for referencing for all student projects and progress in this regard must be reviewed. Additionally, it was added that the criteria coordinator should identify tasks that can be automated as the institution aims at achieving full automation in the near future.

Agenda V : Discussion on Criteria 5.




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Dr. Safia Mukadam announced that Dr. Shumaila Siddiqui would lead Criteria 5 and directed her to plan for the attainment of the following:

- To Increase student participation in National and International Conferences/Seminars/Workshops
- To increase placement and internship opportunities for students.
- To strengthen Alumni Engagement practices and events.

Agenda VI : Discussion on Criteria 6.

Dr. Safia Mukadam announced that all the faculty members will be supporting and working for Criteria 6 for the attainment of the following:

- To Increase faculty participation in National and International Conferences/Seminars/Workshops/ Faculty Development Programmes.
- To conduct Regular Audits.(External, Internal, Gender, Environmental, ISO, Administrative)

Agenda VII: Discussion on Criteria 7

Dr. Safia Mukadam announced that Ms. Sonia Bombacha would lead Criteria 7 and directed her to plan for the attainment of the following:

- To introduce/adapt Energy Efficiency & Green Measures.
- Identifying New Best Practices and institutionalizing it.

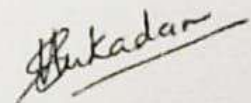
Agenda XIII ; Any other matter with the permission of the chair

As there was no other matter to be discussed the meeting ended with thanks to the chair.



Ms. Sonia Bombacha

I.Q.A.C. Coordinator



Dr. Safia Mukadam



PRINCIPAL

ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
Royal College Campus, Penkar Pada,
Mira Road (E), Dist. Thane- 401 107.

MEMBERS PRESENT FOR THE MEETING ON 27TH JUNE,2021

Sr. No.	Name of the Members
1	Dr. Safia Mukadam
2	Ms. Smriti Sood
3	Ms. Mandrita Mitra
4	Ms. Sonia Bombacha
5	Dr.(Ms) Shumaila Siddiqui
6	Ms. Sonal Chavan



Ms. Sonia Bombacha

I.Q.A.C. Coordinator



Dr. Safia Mukadam

Principal



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Royal College Campus, Penkar Pada,
Mira Road (E), Dist. Thane- 401 107.

ACTION REPORT
Academic Year 2021-2022

Areas	Plan	Action
NAAC Criteria I	<ul style="list-style-type: none">• Faculty Allotment• Establishment of Curriculum Lab Committee	<ul style="list-style-type: none">• Assigned to Ms. Mandrita Mitra• Established and functioning with members as Ms. Mandrita Mitra, Dr. Shumaila Siddique and Perna Sawant
NAAC Criteria II	<ul style="list-style-type: none">• Faculty Allotment• Use of E-learning Portals	<ul style="list-style-type: none">• Assigned to Ms. Smriti Sood• Usage of Google Classroom
NAAC Criteria III	<ul style="list-style-type: none">• Research based Activity• Collaboration with NGO	<ul style="list-style-type: none">• Faculty encouraged to enroll/complete Ph.D• Collaborated with Sakhya for community work and women empowerment
NAAC Criteria IV	<ul style="list-style-type: none">• Faculty Allotment	<ul style="list-style-type: none">• Assigned to Ms. Sonal Chavan
NAAC Criteria V	<ul style="list-style-type: none">• Internship• Placement	<ul style="list-style-type: none">• Conducted Internship in 5 Stakeholder Schools/Colleges• Collaborated with stakeholder school and Reputed institutions of Mumbai
NAAC Criteria VI	<ul style="list-style-type: none">• Faculty Development Programme	<ul style="list-style-type: none">• Participation in online courses
NAAC Criteria VII	<ul style="list-style-type: none">• New Best Practices	<ul style="list-style-type: none">• Usage of Online Tools



Ms. Sonia Bombacha
L.Q.A.C. Coordinator



Dr. Safia Mukadam
Principal



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