

**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN**  
Mira Road East

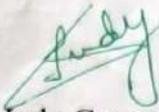
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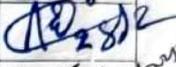
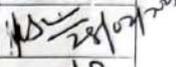
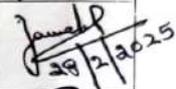
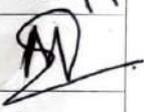
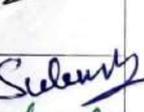
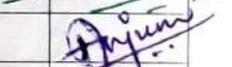
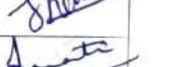
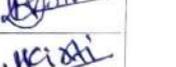
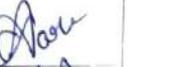
**NOTICE OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING**

A meeting of the Internal Quality Assurance Cell (IQAC) will be held Saturday 15<sup>th</sup> March, 2025 at 11.00 am in the college premises of Royal Higher Education Society's Royal College of Education and Research for Women to transact the following business:

**AGENDA**

- To read and confirm minutes of the previous IQAC meeting.
- To read out the NAAC peer team report and plan for AQAR process
- To reassign IQAC portfolio.
- Any other

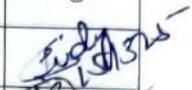
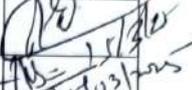
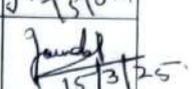
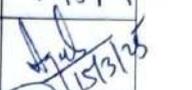
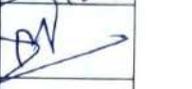
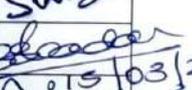
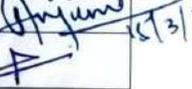
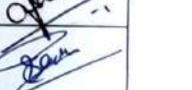
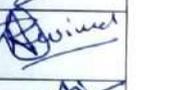
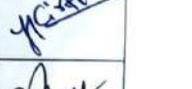
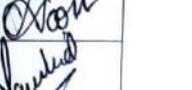
  
Dr. (Ms) Judy Grace Andrews

Sr. No	Name	Designation	Sign
1	Prof. Dr. Judy Grace Andrews	Chairperson, IQAC	
2	Prof. Asgar E. Lakdawala	Management Member (Founder & Chairman, RCERW)	
3	Ms. Afroz Shattari	Management Member (Managing Trustees, RCERW)	
4	Ms. Zainab Valikarimwala	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
5	Ms. Maleka Bootwala	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
6	Dr. Ratnaprabha Rajmane	Stakeholder (Research Activities)	
7	Mr. Subhajit Mukherjee	Stakeholder (NGO, Mission Green Mumbai)	
8	Dr. Snigdha Kadam	Stakeholders (Royal H.A. Girls' High School)	
9	Ms. Anjum Parveen	Stakeholders (Royal Y.F Zaveri Urdu School)	
10	Asst. Prof. Mandrita Mitra	Representative of Teaching staff (CDC Coordinator)	
11	Asst. Prof. Sonal Chavan	Representative of Teaching staff	
12	Asst. Prof. Shaista Shaikh	Representative of Teaching staff	
13	Dr. Jasvanti Adhangale	Representative of Teaching staff	
14	Ms. Pradnya Nerurkar	Senior Administrative Staff	
15	Ms. Riya Dwivedi	Student Representative	
16	Ms. Kirti Yadav	Student Representative	
17	Ms. Aarti Jijil	Alumni Representative	
18	Ms. Tawhid Sayed	Alumni Representative	
19	Asst. Prof. Mandrita Mitra	IQAC Coordinator	

**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN**  
Mira Road East

Date: 15/03/2025

**Attendees of the Meeting**

Sr. No	Name	Designation	Sign
1	Prof. Dr. Judy Grace Andrews	Chairperson, IQAC	
2	Prof. Asgar E. Lakdawala	Management Member (Founder & Chairman, RCERW)	
3	Ms. Afroz Shattari	Management Member (Managing Trustees, RCERW)	
4	Ms. Zainab Valikarimwala	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
5	Ms. Maleka Bootwala	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
6	Dr. Aqueela Qureshi	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
7	Dr. Ratnaprabha Rajmane	Stakeholder (Research Activities)	
8	Mr. Subhajit Mukherjee	Stakeholder (NGO, Mission Green Mumbai)	
9	Dr. Snigdha Kadam	Stakeholders (Royal H.A. Girls' High School)	
10	Ms. Anjum Parveen	Stakeholders (Royal Y.F Zaveri Urdu School)	
11	Asst. Prof. Mandrita Mitra	Representative of Teaching staff (CDC Coordinator)	
12	Asst. Prof. Sonal Chavan	Representative of Teaching staff	
13	Asst. Prof. Shaista Shaikh	Representative of Teaching staff	
14	Dr. Jasvanti Adhangale	Representative of Teaching staff	
15	Ms. Pradnya Nerurkar	Senior Administrative Staff	
16	Ms. Riya Dwivedi	Student Representative	
17	Ms. Kirti Yadav	Student Representative	
18	Ms. Aarti Jijil	Alumni Representative	
19	Ms. Tawhid Sayed	Alumni Representative	
20	Asst. Prof. Mandrita Mitra	IQAC Coordinator	
21	Asst. Prof. Manpreet Kaur Sangha	IQAC Coordinator	

**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN**  
**Mira Road**

**MINUTES OF THE IQAC MEETING HELD ON 15<sup>th</sup> March, 2025**

**Agenda I: To read and confirm minutes of the previous IQAC meeting**

The IQAC Coordinator Ms. Mandrita Mitra presented the minutes of the previous IQAC meeting held on 23<sup>rd</sup> November, 2024 along with the report on actions taken as per the suggestions. This was accepted by the committee with Ms. Maleka Bootwala proposing and trustee Ms. Afroz Shattari seconding it.

**Agenda II: To read out the NAAC peer team report and plan for AQAR process**

Asst.Prof. Mandrita Mitra presented the report of NAAC peer team before and highlighted the criteria wise scores. Founder and Chairman Prof. Asgar E. Lakdawala commended the principal and the entire B.Ed team for tireless effort towards NAAC accreditation, which accredited the college with 'B++' grade in the first cycle. Discussion were held on the criterias where low grades and nil points are given by NAAC. The members present in the meeting gave the following suggestions for improvement for next cycle:

1. Ms. Zainab Valikarimwala, the CBT member, suggested using all the ICT enabled rooms of the Royal Higher education Society to show for the proof of ICT enabled classroom.
2. With regards to one of the NAAC recommendation on funding, the principal Dr. Judy Grace Andrews suggested to apply for UGC 2F funding and ICSSR funding. The CBT unanimously agreed on the same.
3. Infrastructure augmentation got nil marks, for which the CBT suggested to use all the related data of repair and maintenance of the entire campus.
4. Library should have advance library automation system with weblink library facilities. Ms. Zainab Valikarimwala, suggested use of SLIM instead of E-Granthalaya. She also suggested the degree college library and the B.Ed college library to jointly take up ILMS or any other software for integrated library management system. She also suggested conducting a visit to Asiatic Society Library for B.Ed students. Members also suggested that Librarian should be included in the IQAC as all criteria are connected with library.
5. Criteria wise suggestion provided by the CBT:

**Criteria I**

- Rubrics for all the feedback system should be framed
- The meeting records of CDC and IQAC should be uploaded in the college website.

**Criteria II**

- Organising more workshops and seminars for CTET
- More inclusion of ICT enabled teaching learning activities

**Criteria III**

- Continuation with the existing MOUs and linkages

- Seeking funding for research activities
- Robustness of the research cell is the requirement

**Criteria V**

- Registration of alumnae association

**Criteria VI**

- More quality improvement activities

**Criteria VII**

- Green audit under the Royal Higher Education Society

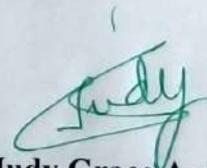
Principal of the institution, Dr. Judy Grace Andrews also informed the members that the work on AQAR for the academic year 2024-2025 has been allotted to the staff members and initiated.

**Agenda III: To reassign IQAC portfolio**

The principal Dr. Judy Grace Andrews informed the members that due to some personal issues Ms. Mandrita Mitra won't be able to continue as IQAC Coordinator and the previous IQAC Coordinator Ms. Manpreet Kaur will resume as IQAC coordinator along with Ms. Shaista Shaikh as Assistant IQAC Co-ordinator from the academic year 2025-2026. All the IQAC members accepted the proposal.

The principal Dr. Judy Grace Andrews also proposed the names of class representative and assistant class representative of the academic Batch 2024- 2026, Ms. Neomi Marti and Ms. Felishia D'souza respectively as student representative in the IQAC meeting from the academic year 2025-2026.

  
**Ms. Mandrita Mitra**  
**IQAC Coordinator**

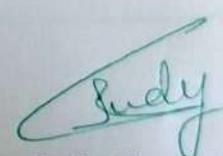
  
**Dr. Judy Grace Andrews**  
**Principal**

**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN**  
Mira Road

**ACTION TAKEN AS PER IQAC MEETING HELD ON 15<sup>TH</sup> MARCH 2025**

AREAS	PLAN	ACTION
NAAC	<ul style="list-style-type: none"> <li>To present the NAAC Peer Team report after detailed analysis and identifying areas for improvement</li> </ul>	<ul style="list-style-type: none"> <li>NAAC Peer Team report presented in detail after criteria wise analysis by incharges. The areas identified which have scored less and require improvement. Suggestions given by the members for improvement which are implemented:               <ol style="list-style-type: none"> <li>Improvement in infrastructure augmentation</li> <li>Advance library automation system(koha)</li> <li>Rubrics for all the feedback system</li> <li>The CDC and IQAC meeting minutes uploaded in the college website</li> <li>More inclusion of ICT enabled teaching learning activities</li> <li>More quality improvement activities</li> </ol> </li> </ul>
AQAR	<ul style="list-style-type: none"> <li>To plan for AQAR for academic year 2024-2025</li> </ul>	<ul style="list-style-type: none"> <li>Allotment of criterias among staff members for AQAR for academic year 2024-2025</li> </ul>
IQAC	<ul style="list-style-type: none"> <li>To reassign IQAC portfolio</li> </ul>	<ul style="list-style-type: none"> <li>Portfolio allotted to Ms. Manpreet Kaur as IQAC Co-ordinator and Ms. Shaista Shaikh as Assistant IQAC Co-ordinator</li> </ul>

  
Ms. Mandrita Mitra  
IQAC Coordinator

  
Dr. Judy Grace Andrews  
Principal

**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN**  
**Mira Road**

Date: 09/11/24

**NOTICE OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING**

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Saturday 23<sup>rd</sup> November, 2024 at 3.30 pm in the college premises of Royal Higher Education Society's Royal College of Education and Research for Women to transact the following business:

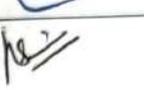
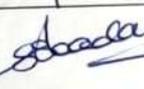
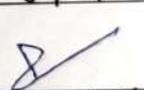
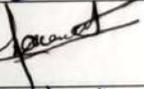
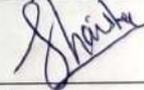
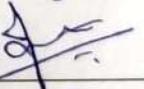
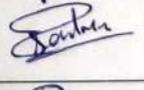
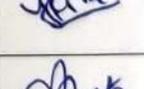
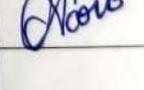
**AGENDA**

- To read and confirm minutes of the previous IQAC meeting.
- To announce the pre-qualification of SSR for NAAC Assessment and to continue with NAAC preparation
- To decide the tentative dates for NAAC Peer team visit
- To discuss and reflect on Mock NAAC Visit
- To implement the suggestions given by Mock NAAC Peer team
- Any other

Dr. (Ms) Judy Grace Andrews

- |                                     |   |
|-------------------------------------|---|
| • Prof. Dr. Judy Grace Andrews      | Chairperson, IQAC   |
| • Prof. Asgar E. Lakdawala          | Management Member(Founder & Chairman,RCERW)   |
| • Ms. Afroz Shattari                | Management Member(Managing Trustee,RCERW)   |
| • Ms. Zainab Valikarimwala          | Local Society Member(Managing Trustee, Royal College of Arts, Science and Commerce) |
| • Ms.Maleka Bootwala                | Local Society Member(Managing Trustee, Royal College of Arts, Science and Commerce) |
| • Dr. Aqueela Qureshi               | Local Society Member(Managing Trustee, Royal College of Arts, Science and Commerce) |
| • Dr. Snigdha Kadam                 | Stakeholders (Royal H.A. Girls' High School)  |
| • Ms. Anjum Parveen                 | Stakeholders (Royal Y.F. Zaveri Urdu School)  |
| • Asst. Prof. Sonal Chavan          | Representative of Teaching staff  |
| • Asst. Prof. Shaista Shaikh        | Representative of Teaching staff  |
| • Asst. Prof Dr. Jasvanti Adhangale | Representative of Teaching staff  |
| • Ms. Pradnya Nerurkar              | Senior Administrative Staff   |
| • Ms. Riya Dwivedi                  | Student Representative  |
| • Ms. Kirti Yadav                   | Student Representative  |
| • Ms. Aarti Jijil                   | Alumni Representative   |
| • Ms. Tawhid Sayed                  | Alumni Representative   |
| • Asst. Prof. Ms. Mandrita Mitra    | IQAC Coordinator  |

**MEMBERS PRESENT IN THE MEETING (23<sup>rd</sup> November, 2024)**

S. No	Name	Designation	Sign
1	Prof. Dr. Judy Grace Andrews	Chairperson, IQAC	
2	Prof. Asgar E. Lakdawala	Management Member (Founder & Chairman, RCERW)	
3	Ms. Afroz Shattari	Management Member (Managing Trustees, RCERW)	
4	Ms. Zainab Valikarimwala	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
5	Ms. Maleka Bootwala	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
6	Dr. Aqueela Qureshi	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
7	Dr. Snigdha Kadam	Stakeholders (Royal H.A. Girls' High School)	
8	Ms. Anjum Parveen	Stakeholders (Royal Y.F Zaveri Urdu School)	
9	Asst. Prof. Mandrita Mitra	Representative of Teaching staff (CDC Coordinator)	
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16	Ms. Aarti Jijil	Alumni Representative	
17	Ms. Tawhid Sayed	Alumni Representative	
18	Asst. Prof. Mandrita Mitra	IQAC Coordinator	

**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN**  
**Mira Road**

**MINUTES OF THE IQAC MEETING HELD ON 23<sup>rd</sup> November, 2024**

**Agenda I: To read and confirm minutes of the previous IQAC meeting**

The IQAC Coordinator Ms. Mandrita Mitra presented the minutes of the previous IQAC meeting held on 28<sup>th</sup> September, 2024 along with the report on actions taken as per the suggestions.

**Agenda II: To announce the pre-qualification of SSR for NAAC Assessment and to continue with NAAC process**

Dr. Judy Grace Andrews (Principal) congratulated all the members for the successful Pre-qualification of SSR on 2nd November, 2024. She also reviewed the progress of NAAC preparation work and provided suggestions for SSR. She also announced that the 2<sup>nd</sup> level payment and Logistics amount already paid through the NAAC Portal. All the IQAC members congratulated the team for the Pre-qualification of SSR.

**Agenda III: To decide the tentative dates for NAAC Peer team visit**

After the discussion with the members, following dates were agreed upon:

1. 17<sup>th</sup> December, 2024 & 18<sup>th</sup> December, 2024
2. 7<sup>th</sup> January, 2025 & 8<sup>th</sup> January, 2025
3. 22<sup>nd</sup> January, 2025 & 23<sup>rd</sup> January, 2025

**Agenda IV: To discuss and reflect on Mock NAAC Visit**

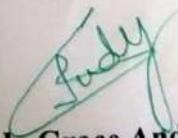
RCERW conducted the Mock NAAC Peer Team Visit on 22<sup>nd</sup> November, 2024. RCERW invited the expert from the Educational field to self-assess our NAAC preparation and progression and gain valuable insights from the experts.

**Agenda V: To implement the suggestions given by Mock NAAC Peer team:**

Mock team commended and appreciated the work done so far and suggested about the display of the content through flex which was implemented immediately with the ardent support of our Managing Trustee, Ms. Afroz Shattari and our Founder & Chairman sir, Prof. Asgar E. Lakdawala.



**Ms. Mandrita Mitra**  
**IQAC Coordinator**

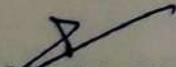


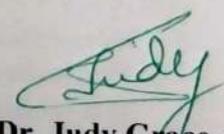
**Dr. Judy Grace Andrews**  
**Principal**

**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN**  
Mira Road

**ACTION TAKEN AS PER IQAC MEETING HELD ON 23<sup>rd</sup> NOVEMBER 2024**

AREAS	PLAN	ACTION
NAAC	<ul style="list-style-type: none"> <li>To announce the pre-qualification of SSR for NAAC Assessment and to continue with NAAC process</li> </ul>	<ul style="list-style-type: none"> <li>Successful pre-qualification of SSR on 2<sup>nd</sup> November 2024.</li> <li>Preparation for NAAC process                             <ul style="list-style-type: none"> <li>➤ Payment of 2<sup>nd</sup> level payment and logistics</li> <li>➤ Update taken from staff and students for duties allotted for NAAC work</li> </ul> </li> </ul>
NAAC PEER TEAM VISIT	<ul style="list-style-type: none"> <li>To decide the tentative dates for NAAC Peer team visit</li> </ul>	<ul style="list-style-type: none"> <li>Following dates given to NAAC for Peer Team Visit                             <ul style="list-style-type: none"> <li>➤ 17<sup>th</sup> December, 2024 &amp; 18<sup>th</sup> December, 2024</li> <li>➤ 7<sup>th</sup> January, 2025 &amp; 8<sup>th</sup> January, 2025</li> <li>➤ 22<sup>nd</sup> January, 2025 &amp; 23<sup>rd</sup> January, 2025</li> </ul> </li> </ul>
MOCK NAAC VISIT	<ul style="list-style-type: none"> <li>To discuss and reflect on Mock NAAC Visit</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of suggestions given by the Mock Team                             <ul style="list-style-type: none"> <li>➤ Use of Flex for display of Content</li> </ul> </li> </ul>

  
Ms. Mandrita Mitra  
IQAC Coordinator

  
Dr. Judy Grace Andrews  
Principal

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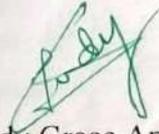
Date: 14/09/24

**NOTICE OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING**

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Monday 28<sup>th</sup> September, 2024 at 3.30 pm in the college premises of Royal Higher Education Society's Royal College of Education and Research for Women to transact the following business:

**AGENDA**

- To read and confirm minutes of the previous IQAC meeting.
- To take feedback on NAAC process
- To take the approval of newly appointed IQAC Coordinator
- To plan for new academic batch 2024-26
- To report the convocation program of academic batch 2021-23
- Any other matter with the permission of the Chairperson.

  
Dr. (Ms) Judy Grace Andrews

- Prof. Dr. Judy Grace Andrews
- Prof. Asgar E. Lakdawala
- Ms. Afroz Shattari
- Ms. Zainab Valikarimwala
- Ms. Maleka Bootwala
- Dr. Snigdha Kadam
- Ms. Anjum Parveen
- Asst. Prof. Sonal Chavan
- Asst. Prof. Shaista Shaikh
- Asst. Prof. Dr. Jasvanti Adhangale
- Ms. Pradnya Nerurkar
- Ms. Riya Dwivedi
- Ms. Kirti Yadav
- Ms. Aarti Jijil
- Ms. Tawhid Sayed
- Asst. Prof. Ms. Mandrita Mitra

- Chairperson, IQAC
- Management Member (Founder & Chairman, RCERW)
- Management Member (Managing Trustee, RCERW)
- Local Society Member (Managing Trustee, Royal College of Arts, Science and Commerce)
- Local Society Member (Managing Trustee, Royal College of Arts, Science and Commerce)
- Stakeholders (Royal H.A. Girls' High School)
- Stakeholders (Royal Y.F. Zaveri Urdu School)
- Representative of Teaching staff
- Representative of Teaching staff
- Representative of Teaching staff
- Senior Administrative Staff
- Student Representative
- Student Representative
- Alumni Representative
- Alumni Representative
- IQAC Coordinator



**MEMBERS PRESENT IN THE MEETING (28<sup>th</sup> September, 2024)**

S. No	Name	Designation	Sign
1	Prof. Dr. Judy Grace Andrews	Chairperson, IQAC	
2	Prof. Asgar E. Lakdawala	Management Member (Founder & Chairman, RCERW)	
3	Ms. Afroz Shattari	Management Member (Managing Trustees, RCERW)	
4	Ms. Zainab Valikarimwala	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
5	Ms. Maleka Bootwala	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
6	Dr. Snigdha Kadam	Stakeholders (Royal H.A. Girls' High School)	
7	Ms. Anjum Parveen	Stakeholders (Royal Y.F Zaveri Urdu School)	
8	Asst. Prof. Mandrita Mitra	Representative of Teaching staff (CDC Coordinator)	
9	Asst. Prof. Sonal Chavan	Representative of Teaching staff	
10	Asst. Prof. Shaista Shaikh	Representative of Teaching staff	
11	Dr. Jasvanti Adhangale	Representative of Teaching staff	
12	Ms. Pradnya Nerurkar	Senior Administrative Staff	
13	Ms. Riya Dwivedi	Student Representative	
14	Ms. Kirti Yadav	Student Representative	
15	Ms. Aarti Jijil	Alumni Representative	
16	Ms. Tawhid Sayed	Alumni Representative	
17	Asst. Prof. Mandrita Mitra	IQAC Coordinator	

**PRINCIPAL**

ROYAL COLLEGE OF ARTS, SCIENCE AND COMMERCE  
MIRA ROAD (E), DIST. THANE-401 107.



**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN  
Mira Road**

**MINUTES OF THE IQAC MEETING HELD ON 28<sup>th</sup> September, 2024**

**Agenda I: To read and confirm minutes of the previous IQAC meeting**

The IQAC Coordinator Ms. Mandrita Mitra presented the minutes of the previous IQAC meeting held on 22<sup>nd</sup> June, 2024 along with the report on actions taken as per the suggestions.

**Agenda II: To take feedback on NAAC process**

Dr. Judy Grace Andrews (Principal) congratulated all the members for successful submission of SSR on 24<sup>th</sup> September, 2024. She also reviewed the progress of NAAC preparation work and provided suggestions for SSR. All the IQAC members congratulated and extended their best wishes for the rest of the NAAC processes.

**Agenda III: To take the approval of newly appointed IQAC Coordinator**

The chairperson Dr. Judy Grace Andrews proposed the name of Ms. Mandrita Mitra as IQAC Coordinator, in absence of Ms. Manpreet Kaur Sangha who is in maternity leave. All the IQAC members approved the proposal.

**Agenda IV: To plan for new academic batch 2024-26**

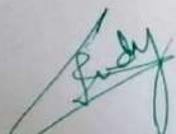
The orientation program of academic batch 2024-26 is tentatively decided to be on 1<sup>st</sup> October, 2024. The allotted duties to the faculties is approved in the meeting.

**Agenda V: To report the convocation program of academic batch 2021-23**

Chairperson Dr. Judy Grace Andrews announced the successful commencement of Convocation Program 'Samavartana.' The members congratulated and appreciated the team effort of the institution.

  
Ms. Mandrita Mitra  
IQAC Coordinator



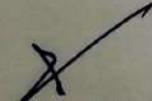
  
Dr. Judy Grace Andrews  
Principal

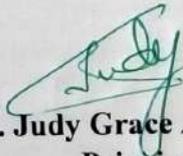
**PRINCIPAL**  
ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN  
Royal College Campus, Mira Road  
Mira Road, E. T.

**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN**  
**Mira Road**

**ACTION TAKEN AS PER IQAC MEETING HELD ON 28<sup>TH</sup> SEPTEMBER 2024**

<b>AREAS</b>	<b>PLAN</b>	<b>ACTION</b>
<b>NAAC</b>	<ul style="list-style-type: none"><li>• To take feedback on NAAC process</li></ul>	<ul style="list-style-type: none"><li>• Review of the progress of NAAC preparation work assigned to different faculty members and students</li></ul>
<b>IQAC</b>	<ul style="list-style-type: none"><li>• To take the approval of newly appointed IQAC Coordinator</li></ul>	<ul style="list-style-type: none"><li>• Appointment of Ms. MandritaMitra as IQAC Coordinator, in absence of Ms. Manpreet Kaur Sangha who is in maternity leave</li></ul>
<b>CURRICULUM PLANNING</b>	<ul style="list-style-type: none"><li>• To plan for new academic batch 2024-26</li></ul>	<ul style="list-style-type: none"><li>• Duties allotted to faculty members for Orientation of New B.Ed. Batch 2024-2026</li></ul>
<b>CONVOCATION PROGRAM</b>	<ul style="list-style-type: none"><li>• To report the convocation program of academic batch 2021-23</li></ul>	<ul style="list-style-type: none"><li>• Feedback given on the convocation Program held on 31<sup>st</sup> August 2024 for academic batch 2021-2023</li></ul>

  
**Ms. MandritaMitra**  
**IQAC Coordinator**

  
**Dr. Judy Grace Andrews**  
**Principal**

**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN**  
**Mira Road, East.**

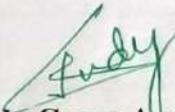
Date: 15/06/24

**NOTICE OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING**

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Saturday 22<sup>nd</sup> June, 2024 at 3.00 pm in the college premises of Royal Higher Education Society's Royal College of Education and Research for Women to transact the following business:

**AGENDA**

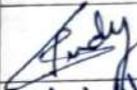
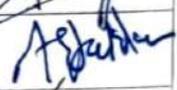
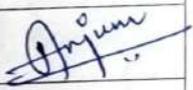
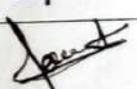
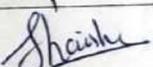
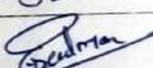
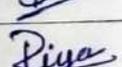
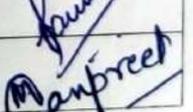
- To read and confirm minutes of the previous IQAC meeting.
- To take feedback on NAAC process
- To plan for Annual Day and Farewell
- To take approval of the academic planner for the academic year 2024-25
- To finalize the dates of submissions of practicum
- To plan for celebrations and assemblies
- To plan for Semester III orientation and Internship
- To plan for pre internship entry test
- To plan for visit
- To plan for demonstration lessons
- To plan for convocation
- To take approval of distributed portfolio
- Any other matter with the permission of the Chairperson.

  
**Dr. (Ms) Judy Grace Andrews**

- |                                       |  |
|---------------------------------------|--|
| • Prof. Dr. Judy Grace Andrews        | Chairperson, IQAC  |
| • Prof. Asgar E. Lakdawala            | Management Member (Founder & Chairman, RCERW)  |
| • Ms. Afroz Shattari                  | Management Member (Managing Trustee, RCERW)  |
| • Ms. Zainab Valikarimwala            | Local Society Member (Managing Trustee, Royal College of Arts, Science and Commerce) |
| • Ms. Maleka Bootwala                 | Local Society Member Managing Trustee, Royal College of Arts, Science and Commerce)  |
| • Dr. Snigdha Kadam                   | Stakeholders (Royal H.A. Girls' High School)   |
| • Ms. Anjum Parveen                   | Stakeholders (Royal Y.F. Zaveri Urdu School)   |
| • Asst. Prof. Mandrita Mitra          | Representative of Teaching staff   |
| • Asst. Prof. Sonal Chavan            | Representative of Teaching staff   |
| • Asst. Prof. Shaista Shaikh          | Representative of Teaching staff   |
| • Ms. Pradnya Nerurkar                | Senior Administrative Staff  |
| • Ms. Riya Dwivedi                    | Student Representative   |
| • Ms. Kirti Yadav                     | Student Representative   |
| • Ms. Aarti Jijil                     | Alumni Representative  |
| • Ms. Tawhid Sayed                    | Alumni Representative  |
| • Asst. Prof. Ms. Manpreet Kaur Sanga | IQAC Coordinator   |



**MEMBERS PRESENT IN THE MEETING (22<sup>nd</sup> June, 2024)**

S. No	Name	Designation	Sign
1	Prof. Dr. Judy Grace Andrews	Chairperson, IQAC	
2	Prof. Asgar E. Lakdawala	Management Member (Founder & Chairman, RCERW)	
3	Ms. Afroz Shattari	Management Member (Managing Trustees, RCERW)	
4	Ms. Zainab Valikarimwala	Local Society Member (Managing Trustees, Royal College of Arts, Science and Commerce)	
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13	Ms. Kirti Yadav	Student Representative	
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15	Ms. Tawhid Sayed	Alumni Representative	
16	Asst. Prof. Manpreet Kaur Sangha	IQAC Coordinator	



**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN  
Mira Road**

**MINUTES OF THE IQAC MEETING HELD ON 22<sup>nd</sup> June 2024**

**Agenda I: To read and confirm minutes of the previous IQAC meeting**

The IQAC Coordinator Ms. Manpreet Kaur Sangha presented the minutes of the previous IQAC meeting held on 16<sup>th</sup> March, 2024 along with the report on actions taken as per the suggestions.

**Agenda II: To take feedback on NAAC process**

Dr. Judy Grace Andrews (Principal) congratulated all the members for successful submission of IQA on 16<sup>th</sup> June, 2024. She also reviewed the progress of NAAC preparation work and provided suggestions for SSR.

**Agenda III: To plan for Annual Day and Farewell**

Principal Madam proposed Saturday, 27<sup>th</sup> July, 2024 to organize both Annual Meet and Farewell, 3pm onwards as most of the S.Ys have in schools and colleges.

**Agenda IV: To take the approval of academic planner for the academic year 2024-25**

The tentative Academic Planner was presented and the approval was taken.

**Agenda V: To finalize the dates of submissions of practicum**

The proposed dates of practicum submission is approved in the meeting by the members

**Agenda VI: To plan for celebrations and assemblies**

The members approved the academic planner where the tentative dates of the celebrations and assemblies are mentioned.

**Agenda VII: To plan for Semester III Orientation and Internship**

The tentative dates of orientation of semester III and commencement of semester III internship is discussed and the schedule of the internship program is chalked out.

**Agenda VII: To plan for pre internship entry test**

The members approved the plan of taking entry level test before internship of semester III

**Agenda VIII: To plan for Pre-internship workshop**

The planning of the pre-internship workshop on lesson planning and demonstration of lessons were presented and approval is taken.

**Agenda IX:** To plan for visit

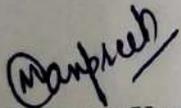
It is decided that the different clubs will organize field visits and education trips for the academic year 2024-25.

**Agenda X:** To plan for convocation of academic year 2021-23

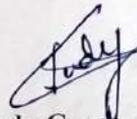
Discussion on conducting convocation was held under the guidance of chairperson, Dr. Judy Grace Andrews. The members provided their inputs regarding this event.

**Agenda XI:** To take approval of distributed portfolio

The IQAC members approved the distributed portfolios in the meeting.



Ms. Manpreet Kaur  
IQAC Coordinator



Dr. Judy Grace Andrews  
Principal



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

Year  
3

Year  
21

ic Year  
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2-19

6 Year  
20

**ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN**  
Mira Road, East.

**ACTION TAKEN AS PER IQAC MEETING HELD ON 22<sup>nd</sup> June, 2024**

AREAS	PLAN	ACTION
NAAC	<ul style="list-style-type: none"> <li>SSR work</li> </ul>	<ul style="list-style-type: none"> <li>Progression of allotted criteria is updated</li> </ul>
Annual Day and Farewell	<ul style="list-style-type: none"> <li>Planning and execution</li> </ul>	<ul style="list-style-type: none"> <li>Successfully conducted on 27/07/2024</li> </ul>
Academic Planning for Academic year 2024-25	<ul style="list-style-type: none"> <li>Preparation and approval of Academic Calendar</li> </ul>	<ul style="list-style-type: none"> <li>Approval of Academic Calendar</li> </ul>
Internal Examination & Practicum	<ul style="list-style-type: none"> <li>Planning and execution</li> </ul>	<ul style="list-style-type: none"> <li>Examination in charges are assigned the duties.</li> <li>Following examinations are held successfully: Content test (F.Y.B.Ed) on 01/07/2024. Prelims (S.Y.B.Ed) on 08/07/2024, 10/07/2024 and 12/07/2024.</li> <li>Practicum is successfully submitted on 06/07/2024 of semeseter IV and 20/07/2024 of semester II.</li> </ul>
Celebration and Assemblies	<ul style="list-style-type: none"> <li>Planning and execution</li> </ul>	<ul style="list-style-type: none"> <li>Execution of various assemblies and celebrations on following dates:                             <ul style="list-style-type: none"> <li>➤ International Yoga Day on 24/07/2024</li> <li>➤ MeghMahotsav on 07/08/2024</li> <li>➤ Independence Day, in collaboration with Royal Higher Education Society on 15/08/2024.</li> <li>➤ Teachers' Day on 05/09/2024.</li> </ul> </li> </ul>
Orientation of semester III	<ul style="list-style-type: none"> <li>Preparation and execution</li> </ul>	<ul style="list-style-type: none"> <li>Orientation of semester III was successfully conducted on 24/08/24.</li> </ul>
Internship	<ul style="list-style-type: none"> <li>Planning and execution</li> </ul>	<ul style="list-style-type: none"> <li>Entry level test taken before SemIII</li> <li>Pre- internship workshops held successfully from 26/08/2024 to 31/08/2024.</li> </ul>
Field Trips and Visits	<ul style="list-style-type: none"> <li>Planning and execution by different clubs</li> </ul>	<ul style="list-style-type: none"> <li>Visit to Nehru Science Centre and Planetarium on 20/7/2024</li> <li>Visit to ICSE Board-Nrیمان</li> </ul>

Year  
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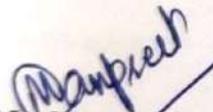
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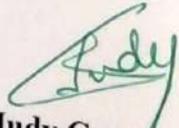
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		<p>Exhibition by N.L Dalmia high school on 29/11/2024</p> <ul style="list-style-type: none"> <li>• Visit to Mani Bhavan and Discovery of India Museum on 10/2/2025</li> <li>• Visit to Sanjay Gandhi National Park on 12/2/2025</li> </ul>
Convocation Ceremony of academic batch 2021-23	<ul style="list-style-type: none"> <li>• Preparation and execution</li> </ul>	<ul style="list-style-type: none"> <li>• Held successfully on 31/08/2024.</li> </ul>
Portfolio distribution	<ul style="list-style-type: none"> <li>• Distribution of different portfolios among faculty members for Academic Year 2024-2025</li> </ul>	<ul style="list-style-type: none"> <li>• Portfolios distributed among staff members</li> </ul>

  
 Ms. Manpreet Kaur  
 IQAC Coordinator

  
 Dr. Judy Grace Andrews  
 Principal