

Internal Quality Assurance Cell (IQAC)

NOTICE

Date: 8th July 2020

It is proposed to convene an IQAC meeting on 15th July 2020 at 4:00 p.m through Google Meet. The link for the same would be sent on official E-Mail Id by 14th July 2020.

The following is the agenda for the meeting.

- Purchase of ERP for Academic and Administration use.
- Online Admissions through Mastersoft ERP module.
- Online classes during Covid 19 Pandemic
- Finalization of Academic Calendar
- Preparation for AQAR 2019-2020.

All the IQAC Committee members are requested to attend the meeting without fail.

Name of the Staff Members	Signature
IQAC Member	
Dr. Neha Jagtiani (Principal)	N. Jagtiani
Ms. Lakshmi Iyer (IQAC Member)	L. Iyer
Ms. Namrata A. (IQAC Member)	N. A.
Mr. Vipul Saluja (IQAC Member)	V. Saluja
Ms. Prerna Jathav (IQAC Member)	P. Jathav
Dr. Mona K. (IQAC Member)	M. K.
Ms. Nikisha K. (IQAC Member)	N. K.
Mr. Manoj Kadam (IQAC Member)	M. Kadam
Ms. Krupa Shah (IQAC Member)	K. Shah
Special Invitee	
Dr. Kiron Jathar (Vice Principal)	K. Jathar
Dr. Suchandra D. (Honors Committee convenor)	S. D.

Dinesh

Dinesh B. Himatsinghani
IQAC Coordinator



R. D. & S. H. National College & S. W.A. Science College Bandra (W.), Mumbai 50
Internal Quality Assurance Cell (IQAC)
Minutes of the IQAC Meeting - July 15, 2020

Date: July 15, 2020

Time: 4:00 p.m.

Venue: Virtual Meeting via Google Meet Meeting Type: Internal Quality Assurance Cell (IQAC)

Agenda:

1. Purchase of ERP for Academic and Administration use.
2. Online Admissions through Mastersoft ERP module.
3. Online classes during Covid 19 Pandemic.
4. Finalization of Academic Calendar.
5. Preparation for AQAR 2019-2020.

Members in Attendance:

CHAIRPERSON: Dinesh B. Himatsinghani, IQAC Coordinator

IQAC Member:

Dr. Neha Jagtiani (Principal)
Ms. Lakshmi Iyer (IQAC Member)
Ms. Namrata A. (IQAC Member)
Mr. Vipul Saluja (IQAC Member)
Ms. Prerna Jathav (IQAC Member)
Dr. Mona K. (IQAC Member)
Ms. Nikisha K. (IQAC Member)
Mr. Manoj Kadam (IQAC Member)
Ms. Krupa Shah (IQAC Member)

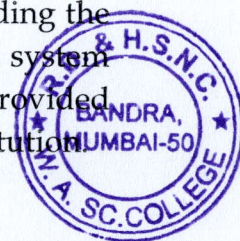
Special Invitee:

Dr. Kiron Jathar (Vice Principal)
Dr. Suchandra D. (Honors Committee convenor)

Meeting Minutes: On July 15, 2020, the IQAC Committee convened a virtual meeting via Google Meet to discuss the agenda items. Each member played a significant role in the discussion:

Key Discussion Points:

1. Purchase of ERP: The meeting commenced with Mr. Vipul Saluja, leading the discussion on the purchase of an ERP (Enterprise Resource Planning) system for academic and administrative use. Dinesh B. Himatsinghani provided insights into the benefits and functionality of ERP systems for the institution.



2. Online Admissions: Mrs. LaksmiIyer, the Vice Principal, facilitated the discussion on strategies for conducting online admissions through the Mastersoft ERP module. She shared her expertise in streamlining the admissions process.
3. Online Classes during Covid-19 Pandemic: Dr. Neha Jagtiani, the I/C Principal, took the lead in reviewing the experiences and challenges of conducting online classes during the Covid-19 pandemic. She actively discussed suggestions for improvement.
4. Finalization of Academic Calendar: Dinesh B. Himatsinghani, the IQAC Coordinator, coordinated the finalization of the academic calendar for the upcoming academic year, taking into account the ongoing pandemic and potential disruptions.
5. Preparation for AQAR: The preparation for the Annual Quality Assurance Report (AQAR) for the academic year 2019-2020 was discussed collectively, with all members contributing to data collection and documentation.
6. All IQAC members have agreed and consented to implement the suggestions to start the processes ASAP.



Mr. Dinesh B. Himatsinghani
IQAC Coordinator



R. D. & S. H. National College & S. W.A. Science College Bandra (W.), Mumbai 50

Smt. JotuKundnaniChowk , Off Linking Road , Bandra West , Mumbai 400050

Date: 1st September 2020

Internal Quality Assurance Cell (IQAC)-NOTICE

It is proposed to convene an IQAC meeting on 6th September 2020 at 2:00 p.m through Google Meet. The link for the same would be sent on official E-Mail Id by 5th September 2020.

The following is the agenda for the meeting.

- Initiation of Coursera Courses through Coursera Basic Campus Plan.
- Preparation and conduction for Online Examinations.
- Conduction of Webinars by departments.

All the IQAC Committee members are requested to attend the meeting without fail.

Name of the Staff Members	Signature
IQAC Member	
Dr. Neha Jagtiani (Principal)	<i>N. Jagtiani</i>
Ms. Lakshmi Iyer (IQAC Member)	<i>L. Iyer</i>
Ms. Namrata A. (IQAC Member)	<i>Online</i>
Mr. Vipul Saluja (IQAC Member)	<i>V. Saluja</i>
Ms. Prerna Jathav (IQAC Member)	<i>P. Jathav</i>
Dr. Mona K. (IQAC Member)	<i>M. K.</i>
Ms. Nikisha K. (IQAC Member)	<i>N. K.</i>
Mr. Manoj Kadam (IQAC Member)	<i>M. K.</i>
Ms. Krupa Shah (IQAC Member)	<i>Krupa</i>
Special Invitee	
Dr. Kiron Jathar (Vice Principal)	<i>K. Jathar</i>

D. Himatsinghani

Mr. Dinesh B. Himatsinghani
IQAC Coordinator



R. D. & S. H. National College & S. W.A. Science College Bandra (W.), Mumbai 50
Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC Meeting - September 6, 2020

Date: September 6, 2020 Time: 2:00 p.m. Venue: Virtual Meeting via Google Meet
Meeting Type: Internal Quality Assurance Cell (IQAC)

Agenda:

1. Initiation of Coursera Courses through Coursera Basic Campus Plan.
2. Preparation and conduction for Online Examinations.
3. Conduction of Webinars by departments.
4. Men to men mapping and WAR room

Members in Attendance:

CHAIRPERSON: Dinesh B. Himatsinghani, IQAC Coordinator

IQAC Member:

Dr. Neha Jagtiani (Principal)
Ms. Lakshmi Iyer (IQAC Member)
Ms. Namrata A. (IQAC Member)
Mr. Vipul Saluja (IQAC Member)
Ms. Prerna Jathav (IQAC Member)
Dr. Mona K. (IQAC Member)
Ms. Nikisha K. (IQAC Member)
Mr. Manoj Kadam (IQAC Member)
Ms. Krupa Shah (IQAC Member)

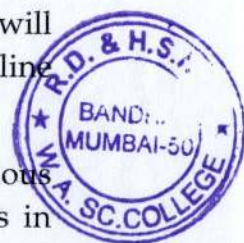
Special Invitee:

Dr. Kiron Jathar (Vice Principal)

Meeting Minutes: On September 6, 2020, the IQAC Committee convened a virtual meeting via Google Meet to discuss the agenda items.

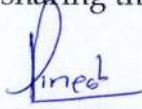
Key Discussion Points:

1. Coursera Courses: The meeting began with a discussion on the initiation of Coursera Courses through the Coursera Basic Campus Plan. Mr. Dinesh deliberated on the benefits and logistics of implementing Coursera courses for students.
2. Mr. Vipul Saluja, examination head, discussed the strategies for the preparation and conduction of online examinations were discussed. The committee members shared insights on ensuring the integrity and quality of online assessments. He emphasized on monitoring of online examination through man to man mapping and war room concept where one teacher will be assigned for a group of students to solve their difficulty during online examination.
3. Webinars by Departments: The conduction of webinars by various departments was deliberated. The importance of departmental webinars in



enhancing students' knowledge and engagement was emphasized. Dr. Mona K.: Research Committee Convenor, IIC, MHRD Coordinator, DBT AND DST Coordinator discussed many activities and virtual visits of NABI CIAB AND MERCK innovation lab under DBT scheme.

Active Participation: All IQAC Committee members actively participated in the meeting, sharing their views and ideas regarding the agenda items.



Mr. Dinesh B. Himatsinghani
IQAC Coordinator



R. D. & S. H. National College & S. W.A. Science College Bandra (W.), Mumbai 50
Smt. Jotukundnani Chowk , Off Linking Road , Bandra West , Mumbai 400050

Date: 9th March 2021

Internal Quality Assurance Cell (IQAC)-NOTICE

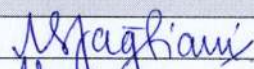
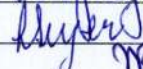



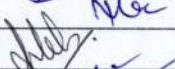
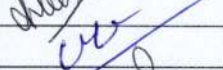
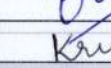
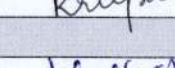
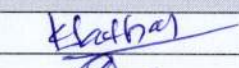

It is proposed to convene an IQAC meeting on **16th March 2021 at 11:00 a.m.** through Google Meet. The link for the same would be sent on official E-Mail id by 15th March 2021.


The following is the agenda for the meeting.

- Documentation Process for AQAR and NAAC.
- Review of Memorandum of Understanding signed by the institution.

All the IQAC Committee members are requested to attend the meeting without fail.

Members:

Name of the Staff Members	Signature
IQAC Member	
Dr. Neha Jagtiani (Principal)	
Ms. Lakshmi Iyer (IQAC Member)	
Ms. Namrata A. (IQAC Member)	
Mr. Vipul Saluja (IQAC Member)	
Ms. Prerna Jathav (IQAC Member)	
Dr. Mona K. (IQAC Member)	
Ms. Nikisha K. (IQAC Member)	
Mr. Manoj Kadam (IQAC Member)	
Ms. Krupa Shah (IQAC Member)	
Special Invitee	
Dr. Kiron Jathar (Vice Principal)	
Dr. Suchandra D. (Honors Committee convenor)	


Mr. Dinesh B. Himatsinghani
IQAC Coordinator



R. D. & S. H. National College & S. W.A. Science College Bandra (W.), Mumbai 50
Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC Meeting - March 16, 2021

Date: March 16, 2021 Time: 11:00 a.m. Venue: Virtual Meeting via Google Meet
Meeting Type: Internal Quality Assurance Cell (IQAC)

Agenda:

1. Documentation Process for AQAR and NAAC.
2. Review of Memorandum of Understanding signed by the institution.

Members in Attendance:

CHAIRPERSON: Dinesh B. Himatsinghani, IQAC Coordinator

IQAC Member:

Dr. Neha Jagtiani (Principal)
Ms. Lakshmi Iyer (IQAC Member)
Ms. Namrata A. (IQAC Member)
Mr. Vipul Saluja (IQAC Member)
Ms. Prerna Jathav (IQAC Member)
Dr. Mona K. (IQAC Member)
Ms. Nikisha K. (IQAC Member)
Mr. Manoj Kadam (IQAC Member)
Ms. Krupa Shah (IQAC Member)

Special Invitee:

Dr. Kiron Jathar (Vice Principal)
Dr. Suchandra D. (Honors Committee convenor)

Meeting Minutes: On March 16, 2021, the IQAC Committee convened a virtual meeting via Google Meet to discuss the agenda items.

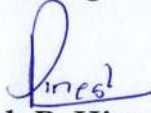
Key Discussion Points:

1. Documentation Process for AQAR and NAAC: The meeting commenced with a discussion on the documentation process for AQAR (Annual Quality Assurance Report) and NAAC (National Assessment and Accreditation Council). The committee discussed the requirements and steps for compiling these reports.
2. Review of Memorandum of Understanding: The committee reviewed the Memorandum of Understanding (MoU) signed by the institution. The discussion focused on ensuring compliance and making necessary updates to the MoU, if required.



3. Dr. Suchandra Dutta has put up one MOU signing with Sushila Hospitals for preparation of Medicinal plant garden. She also emphasized upon the importance of medicinal plants during COVID period.
4. IQAC members agreed on all the points. A suggestion on preparation of strip garden has come up under MOU only which was further discussed and agreed.

Active Participation: All IQAC Committee members actively participated in the meeting, sharing their views and ideas regarding the agenda items.



Mr. Dinesh B. Himatsinghani
IQAC Coordinator



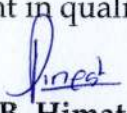
Internal Quality Assurance Cell (IQAC)

Action Taken Report compiled by IQAC Members for 2020-21.

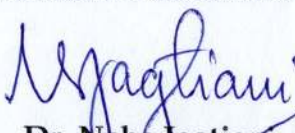
Action Taken Report for IQAC Meetings 2020-21

1. **Purchase of ERP for Academic and Administration Use:** The procurement process for the ERP system was implemented without further delay for smooth conduction online admission, examination and student support activities.
2. **Online Classes during COVID-19 Pandemic:** Feedback from the meeting is being used to enhance the quality of online classes.
3. **Finalization of Academic Calendar:** The academic calendar has been finalized, considering potential disruptions.
4. **Preparation for AQAR 2019-2020:** The process of preparing the Annual Quality Assurance Report (AQAR) for 2019-2020 is underway, and data is being collected and documented.
5. **Initiation of Coursera Courses:** Coursera Courses have been initiated using the Coursera Basic Campus Plan.
6. **Preparation and Conduction for Online Examinations:** Measures have been implemented to ensure the integrity and quality of online examinations, including man-to-man mapping and a war room concept.
7. **Conduction of Webinars by Departments:** Various departments have started conducting webinars to enhance students' knowledge and engagement.
8. **Documentation Process for AQAR and NAAC:** The documentation process for the Annual Quality Assurance Report (AQAR) and National Assessment and Accreditation Council (NAAC) reports is in progress.
9. **Review of Memorandum of Understanding:** The MoU review is underway to ensure compliance and necessary updates, where required.
10. **MOU Signing with Sushila Hospitals for Medicinal Plant Garden:** The MOU signing with Sushila Hospitals for the preparation of a medicinal plant garden was completed, with a focus on the significance of medicinal plants during the COVID period. Preparations of Dhanwantri medicinal plant garden and strip garden have been initiated.
11. **Preparation of Strip Garden under MOU:** The suggestion for the preparation of a strip garden under the existing MoU is being actively pursued.

All action points from the IQAC meetings in the 2020-21 period have been duly considered, initiated, or implemented, contributing to the institution's continuous improvement in quality assurance and overall development.


Mr. Dinesh B. Himatsinghani
IQAC Coordinator




Dr. Neha Jagtiani
Principal