

ZULEKHA COLLEGE OF COMMERCE, SCIENCE & TECHNOLOGY

Shanti Nagar, Nagpur

Affiliated to : Rashtrasant Tukadoji Maharaj Nagpur University

Managed by

ZED VOCATIONAL TRAINING AND GENERAL CENTRAL SHIKSHAN SANSTHA

Notice (Online Meeting)

Date 28th May, 2021

You are hereby requested to attend a meeting of the IQAC on 02nd June 2021 at 12.00 pm. via Online mode on Zoom app.

The Agenda of the Meeting will be as under :-

1. Review of the previous IQAC meeting.
2. Discussion on subject allotment and maintaining Timetable
3. Discussion about distribution of classes to class teachers.
4. Discussion about conducting Seminar for Final year students.
5. Discussion about conducting Research Seminar for Teaching Faculty.
6. Discussion about conducting free medical camp for society welfare.

Dr. Roshan Khan
IQAC (Coordinator)

Dr. Vandana Dixit
Principal

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Minutes of IQAC

The 1st QAC meeting was held on 2nd June., 2021 at 12.30 pm Via Online Mode

The following member were present

| Sr. No. | Name of the Person | Designation |
|---------|------------------------|-------------------------|
| 1 | Dr. Vandana Dixit | Chairperson |
| 2 | Dr. Inderjeet Ramteke | Administrative Officer |
| 3 | Mr. Safdar Anis | Management Member |
| 4 | Dr. Roshan Khan | IQAC Co-coordinator |
| 5 | Prof. Nihar Dahake | Teaching Staff |
| 6 | Prof. Deepmala Gupta | Teaching Staff |
| 7 | Prof. Ashish Ingale | Teaching Staff |
| 8 | Prof. Hazra Siddique | Teaching Staff |
| 9 | Prof. Amrita Chawla | Teaching Staff |
| 10 | Prof. Priti Hatwar | Teaching Staff |
| 11 | Prof. Yogesh Ingle | Teaching Staff |
| 12 | Prof. Yogesh Harode | Teaching Staff |
| 13 | Prof. Ankita Jais | Teaching Staff |
| 14 | Prof. Manjiri Raut | Teaching Staff |
| 15 | Prof. Meenal Gajbhiye | Teaching Staff |
| 16 | Mr. Shreyansh Gupta | Alumni |
| 17 | Mohammad Aminur Rehman | Students Representative |
| 18 | Maliha Khakhu | Students Representative |
| 19 | Alfiya Raja | Students Representative |

The following points were discussed in the meeting

1. The convener read out the minutes of the meeting dated on 02nd June 2021
2. The convener discuss subject allotment and maintain time table with the committee members.
3. A discussion was held on distribution of classes to the class teachers
4. It was decided to arrange seminar for final year students in the months of September
5. It was decided to arrange research seminar for teaching faculty.
6. It was decided to arrange pre medical camp for the welfare of the society in the month of September or October.

Dr. Roshan Khan
(IQAC Coordinator)

Dr. Vandana Dixit
Principal

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Action Taken Report

As per the meeting of IQAC held on 02nd June 2021 the action taken was as under :-

1. Time table was prepared by Time table committee and circulated to the staff
2. The H.O.D. bifurcated the classes among the teachers according to their subjects
3. Academic Committee has organize a seminar on "Soft skill and interview techniques" on 2nd September 2021.
4. Research committee has organize a seminar on "Research Methodology" on 8th September 2021.
5. College Management Committee organize a free medical camp on 19th September 2021 for the welfare of the society.

R. Khan

Dr. Roshan Khan
IQAC Coordinator

V. Dixit

Dr. Vandana Dixit
Principal

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Notice

Date 15th November 2021

You are hereby requested to attend a meeting of the IQAC on 18th November 2021 at 02.00 pm. in IQAC Hall

The Agenda of the Meeting will be as under :-

1. Discussion on motivating teaching staff to attend seminar to enhance their knowledge
2. Discussion on conducting programme for students through online mode.
3. Discussion on status of course completion
4. Discussion on examination norms

R. Khan
Dr. Roshan Khan
IQAC (Coordinator)

V. Dixit
Dr. Vandana Dixit
Principal
PRINCIPAL
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Shantinagar, Nagpur-440 002

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Minutes of IQAC

The 2nd QAC meeting was held on 18th November, 2021 at 02.00 pm in IQAC Hall

The following member were present

| Sr. No. | Name of the Person | Designation |
|---------|------------------------|-------------------------|
| 1 | Dr. Vandana Dixit | Chairperson |
| 2 | Dr. Inderjeet Ramleke | Administrative Officer |
| 3 | Mr. Safdar Anis | Management Member |
| 4 | Dr. Roshan Khan | IQAC Co-coordinator |
| 5 | Prof. Nihar Dahake | Teaching Staff |
| 6 | Prof. Deepmala Gupta | Teaching Staff |
| 7 | Prof. Ashish Ingale | Teaching Staff |
| 8 | Prof. Hazra Siddique | Teaching Staff |
| 9 | Prof. Amrita Chawla | Teaching Staff |
| 10 | Prof. Priti Hatwar | Teaching Staff |
| 11 | Prof. Yogesh Ingle | Teaching Staff |
| 12 | Prof. Yogesh Harcde | Teaching Staff |
| 13 | Prof. Ankita Jais | Teaching Staff |
| 14 | Prof. Manjiri Raut | Teaching Staff |
| 15 | Prof. Meenal Gajbhiye | Teaching Staff |
| 16 | Mr. Shreyansh Gupta | Alumni |
| 17 | Mohammad Aminur Rehman | Students Representative |
| 18 | Maliha Khakhu | Students Representative |
| 19 | Alfiya Raja | Students Representative |

The following points were discussed in the meeting

1. The convener discussed with staff about attending seminars.
2. Discussion was held on arranging online programmes for students in the month of January..
3. Discussion was held on collecting course completion data with Academic committee.
4. Discussion was held with examination committee regarding examination norms.

R. Khan

Dr. Roshan Khan
(IQAC Coordinator)

V. Dixit

Dr. Vandana Dixit
Principal
PRINCIPAL
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Action Taken Report

As per the meeting of IQAC held on 18th November 2021 the action taken was as under :-

1. Some of the teachers have attended seminar on NAAC Criteria.
2. On the occasion of Vishwa Hindi Diwas "Hasya kavi samelan" was organized for the students through online mode.
3. Youth day was celebrated by arranging a programme called "Yuva Vichar manch" for the students through online mode.
4. Feedback regarding course completion was submitted by teaching staff.
5. Examination was conducted under the guidance of examination committee.

R. Khan

Dr. Roshan Khan
IQAC Coordinator

V. Dixit

Dr. Vandana Dixit
Principal
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Notice

Date 01st January, 2022

You are hereby requested to attend a meeting of the IQAC on 03rd January 2022 at 01.00 pm. in IQAC Hall

The Agenda of the Meeting will be as under :-

1. Discussion on arranging awareness programme
2. Discussion on arranging seminar for students related with medical issues
3. Discussion on arranging educational seminar for students.
4. Discussion on arranging training programme for students.
5. Discussion on MOU with Bajaj finserv.

R. Khan
Dr. Roshan Khan
IQAC (Coordinator)

V. Dixit
Dr. Vandana Dixit
Principal
PRINCIPAL
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Minutes of IQAC

The 3rd IQAC meeting was held on 03rd January, 2022 at 01.00 pm in IQAC Hall

The following member were present

| Sr. No. | Name of the Person | Designation |
|---------|------------------------|-------------------------|
| 1 | Dr. Vandana Dixit | Chairperson |
| 2 | Dr. Inderjeet Ramteke | Administrative Officer |
| 3 | Mr. Safdar Anis | Management Member |
| 4 | Dr. Roshan Khan | IQAC Co-coordinator |
| 5 | Prof. Nihar Dahake | Teaching Staff |
| 6 | Prof. Deepmala Gupta | Teaching Staff |
| 7 | Prof. Ashish Ingale | Teaching Staff |
| 8 | Prof. Hazra Siddique | Teaching Staff |
| 9 | Prof. Amrita Chawla | Teaching Staff |
| 10 | Prof. Priti Hatwar | Teaching Staff |
| 11 | Prof. Yogesh Ingle | Teaching Staff |
| 12 | Prof. Yogesh Harode | Teaching Staff |
| 13 | Prof. Ankita Jais | Teaching Staff |
| 14 | Prof. Manjiri Raut | Teaching Staff |
| 15 | Prof. Meenal Gajbhiye | Teaching Staff |
| 16 | Mr. Shreyansh Gupta | Alumni |
| 17 | Mohammad Aminur Rehman | Students Representative |
| 18 | Maliha Khakhu | Students Representative |
| 19 | Alfiya Raja | Students Representative |

The following points were discussed in the meeting

1. It was decided to arrange an awareness programme related with road safety in the month of February.
2. It was decided to arrange a seminar on women's health issues in the month of March.
3. It was decided to arrange an academic based seminar related with banking.
4. It was decided that the training and placement committee will arrange a training programme for students.
5. IQAC decided with committees the points of MOU.

R. Khan

**Dr. Roshan Khan
(IQAC Coordinator)**

V. Dixit

**Dr. Vandana Dixit
Principal**

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Action Taken Report

As per the meeting of IQAC held on 03rd January 2022 the action taken was as under :-

1. NSS Committee has organized "Road Safety awareness program" in collaboration with lakadganj traffic police on 28th Feb. 2022.
2. NSS Committee has organized cycle rally to spread awareness about environment on 05th March 2022..
3. IQAC has organized a Seminar for girls students on Women's health issue on 08th March 2022.
4. IQAC has organized a seminar on Banking and Finance for the final year students on 29th March 2022.
5. Training and placement committee has organized DCX training program for final year students from 05th March to 26th March 2022.
6. MOU was signed with the Bajaj Finserv related with certification course.

R. Khan

Dr. Roshan Khan
IQAC Coordinator

V. Dixit

Dr. Vandana Dixit
Principal
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Notice

Date 06th April, 2022

You are hereby requested to attend a meeting of the IQAC on 08th April 2022 at 11.00 am. in IQAC Hall

The Agenda of the Meeting will be as under :-

1. Review of the previous IQAC meeting
2. IQAC action plan for the year 2022-23
3. Academic calendar for the session 2022-23
4. Feedback should be collected from teachers students, Alumni.
5. Discussion on Exams related issues.

R. Khan
Dr. Roshan Khan
IQAC (Coordinator)

V. Dixit
Dr. Vandana Dixit
Principal
PRINCIPAL
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Minutes of IQAC

The 04th IQAC meeting was held on 08th April, 2022 at 01.00 pm in IQAC Hall

The following member were present

| Sr. No. | Name of the Person | Designation |
|---------|------------------------|-------------------------|
| 1 | Dr. Vandana Dixit | Chairperson |
| 2 | Dr. Indejeet Ramteke | Administrative Officer |
| 3 | Mr. Safcar Anis | Management Member |
| 4 | Dr. Roshan Khan | IQAC Co-coordinator |
| 5 | Prof. Nihar Dahake | Teaching Staff |
| 6 | Prof. Deepmala Gupta | Teaching Staff |
| 7 | Prof. Ashish Ingale | Teaching Staff |
| 8 | Prof. Hazra Siddique | Teaching Staff |
| 9 | Prof. Amrita Chawla | Teaching Staff |
| 10 | Prof. Priti Hatwar | Teaching Staff |
| 11 | Prof. Yogesh Ingle | Teaching Staff |
| 12 | Prof. Yogesh Harode | Teaching Staff |
| 13 | Prof. Ankita Jais | Teaching Staff |
| 14 | Prof. Manjiri Raut | Teaching Staff |
| 15 | Prof. Meenal Gajbhiye | Teaching Staff |
| 16 | Mr. Shreyansh Gupta | Alumni |
| 17 | Mohammad Aminur Rehman | Students Representative |
| 18 | Maliha Khakhu | Students Representative |
| 19 | Alfiya Raja | Students Representative |

The following points were discussed in the meeting

1. The convener read out the minutes of the meeting dated 03rd January 2022
2. IQAC coordinator discuss the action plan to be formulated in the current year.
3. Points to be considered in academic calendar was discussed with incharge
4. It was discuss that feedback system should be boosted up and feedback should be sought from teachers, students and Alumni.
5. Discussion was held with Exam committee related with norms to be utilized in exams.

R. Khan
Dr. Roshan Khan
(IQAC Coordinator)

V. Dixit
Dr. Vandana Dixit
Principal
PRINCIPAL
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Action Taken Report

As per the meeting of IQAC held on 08th April 2022 the action taken was as under :-

1. The IQAC coordinator discussed all the points of action plan 2022-23 with all the incharge.
2. The Academic committee prepared the Academic calendar.
3. Feedback system was enriched on the basis of feedback of various stakeholders.
4. The exam committee has organized the exams as per the norms of RTMNU.

R. Khan

Dr. Roshan Khan
IQAC Coordinator

V. Dixit

Dr. Vandana Dixit
Principal
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