



ZULEKHA COLLEGE OF COMMERCE SCIENCE & TECHNOLOGY

Affiliated to : Rashtrasant Tukadoji Maharaj Nagpur University

Managed By



ZED VOCATIONAL TRAINING AND GENERAL CENTRAL SHIKSHAN SANSTHA

Registered Under Indian Societies Act 1860 R.No. MAH/272/05/Nagpur, Bombay Public Trust Act 1950 R.No. F-21924(N)

Meeting Notice

Date : 08th January 2019

Dear Sir/Madam,

**Subject:- IQAC convening the of 3rd meeting on 10th January 2020 at 02.00 pm.
in IQAC Hall.**

With reference to the subject cited above, I am sending herewith the notes on the agenda together with relevant closures for your kind persual.

You are requested to kindly make it convenient to attend the meeting.

Yours faithfully

IQAC Coordinator

To,
All the IQAC members

College Campus : Plot No. 38/39, N.M.C. House No. 952, Main Road, Shantinagar, Near Itwari Railway Station,
Nagpur - 440 002. Ph.: 7887899141

Email : info@zulekhacollege.org Website : www.zulekhacollege.org

ZULEKHA COLLEGE OF COMMERCE, SCIENCE & TECHNOLOGY

Shanti Nagar, Nagpur

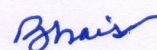
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AGENDA FOR THE 3RD IQAC MEETING

- 3.1: Review of previous IQAC meeting held on 18th September 2019.
- 3.2: Discussion on AQAR related matter
- 3.3: Requirements of books
- 3.4: Discussion on changed syllabus
- 3.5: Steps taken for framing moderation committee.
- 3.6: Date of the next meeting is on 3rd March, 2020 .
- 3.7: Any other matter with the permission of the chair.



IQAC COORDINATOR

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IQAC – Internal Quality Assurance Cell

Minutes of the 3rd IQAC Meeting

The 3rd IQAC meeting was held on 10th January 2020 at 02.00 pm.

Dr. Vandana Dixit, the Principal chaired the meeting.

Present :

| Name | Designation |
|-----------------------|------------------------|
| Dr. Vandana Dixit | Principal |
| Dr. Inderjeet Ramteke | Administration Officer |
| Mr. Habib Arif | Management Member |
| Mrs. Ruchi Tripathi | Management Member |
| Mr. Suraj Tripathi | Management Member |

Teaching Staff

| Name | Designation |
|-------------------|--------------------------|
| Dr. Rita Bhaisare | IQAC Coordinator /H.O.D. |
| Deepamala Gupta | Assistant Professor |
| Amrita Chawla | Assistant Professor |
| Nihar Dahake | Assistant Professor |
| Ashish Ingale | Assistant Professor |
| Hazra Siddique | Assistant Professor |
| Dr. Roshan Khan | Assistant Professor |
| Priti Hatwar | Assistant Professor |
| Amita Vadalia | Assistant Professor |
| Yogesh Ingle | Assistant Professor |
| Yogesh Harode | Assistant Professor |
| Manjiri Raut | Assistant Professor |

V. Dixit
Chairperson

PRINCIPAL

Zulekha College of Commerce
Science & Technology
Shantinagar, Nagpur-440 002

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Minutes

The following meeting took place with respect to each item on the agenda
IQAC Coordinator Dr. Rita Bhaisare welcomed all members and requested Principal (Chairman) to address the IQAC

Agenda wise discussion was made by IQAC Coordination.

Agenda 1:

IQAC meeting commenced with confirmation of minutes of last meeting.

Agenda 2:

Detailed discussion was conducted about new parameters of AQAR as per the new NAAC guidelines. All the criteria was assigned to IQAC members.

All the IQAC members were directed to collect information of their respective criteria to finalize AQAR report for 2019-20.

Agenda 3:

Library committee members placed the books requirement before the members in the meeting

Agenda 4:

All the faculty members were asked to go through the changes occurred in the syllabus in order to provide correct idea about it to the students.

Agenda 5:

It was decided by all the IQAC members to form a moderation committee to provide moderate grades.

Agenda 6:

The date of the next meeting was decided on 03rd March 2020.

The meeting ended with formal vote of thanks to the Chair.

Bhaisare

IQAC Coordinator
Dr. Rita Bhaisare ✓

V. Dixit

Chairperson
✓ Dr. Vandana Dixit



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Meeting Notice

Date : 27th February 2020

Dear Sir/Madam,

Subject:- IQAC convening the meeting of on 3rd March, 2020 at 02.00 pm. in IQAC Hall.

With reference to the subject cited above, I am sending herewith the notes on the agenda together with relevant closures for your kind persual.

You are requested to kindly to make it convenient to attend the meeting.

Yours faithfully

IQAC Coordinator

To,
All the IQAC members

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AGENDA FOR THE 3RD IQAC MEETING

- 4.1: Review of previous IQAC meeting held on 3rd January 2020.
- 4.2: Arrangement of Skill Development related programmes for students
- 4.3: Appointment of Sports Teacher
- 4.4: Water filter cleaning related issues for approaching summer
- 4.5: Discussion on the completion of the Syllabus and extra classes related issues.
- 4.6: Discussion on finalizing the dates for preliminary examination
- 4.7: Any other matter with the permission of the chair.

Bhairav

IQAC COORDINATOR

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IQAC – Internal Quality Assurance Cell

Minutes of the 4th IQAC Meeting

The 4th IQAC meeting was held on 03rd January 2020 at 02.00 pm.

Dr. Vandana Dixit, the Principal chaired the meeting.

Present :

| Name | Designation |
|-----------------------|------------------------|
| Dr. Vandana Dixit | Principal |
| Dr. Inderjeet Ramteke | Administration Officer |
| Mr. Habib Arif | Management Member |
| Mrs. Ruchi Tripathi | Management Member |
| Mr. Suraj Tripathi | Management Member |

Teaching Staff

| Name | Designation |
|-------------------|--------------------------|
| Dr. Rita Bhaisare | IQAC Coordinator /H.O.D. |
| Deepamala Gupta | Assistant Professor |
| Amrita Chawla | Assistant Professor |
| Nihar Dahake | Assistant Professor |
| Ashish Ingale | Assistant Professor |
| Hazra Siddique | Assistant Professor |
| Dr. Roshan Khan | Assistant Professor |
| Priti Hatwar | Assistant Professor |
| Amita Vadalia | Assistant Professor |
| Yogesh Ingle | Assistant Professor |
| Yogesh Harode | Assistant Professor |
| Manjiri Raut | Assistant Professor |

| Student Name | Designation |
|---------------------|-------------|
| Mr. Shreyansh Gupta | Alumini |

| Student Name | Designation |
|----------------|------------------------|
| Sakib Khan | Student Representative |
| Sheeba Naaz | Student Representative |
| Roshni Jaunjal | Student Representative |

V. Dixit

Chairperson

PRINCIPAL

Zulekha College of Commerce
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Minutes

The following meeting took place with respect to each item in the agenda
IQAC Coordinator Dr. Rita Bhaisare welcomed all the members and requested Principal (Chairperson) to address the meeting.

Agenda wise discussion was done by IQAC coordinator

Agenda 1:

IQAC meeting commenced with the confirmation of the minutes of the last meeting.

Agenda 2:

A detailed discussion was done regarding the arrangement of skill development in the IQAC meeting. The Principal acknowledge the fact and confirmed to form a committee for the skill development programme.

Agenda 3:

IQAC Coordinator Dr. Rita Bhaisare proposed to appoint a sports teacher. All the committee members and the principal accepted this proposal unanimously.

Agenda 4:

During the summer, drinking water remains an issue for the students. So, a request was made by the IQAC members at the behest of students for providing clean and filtered water. The chair took notice of it and gave instructions to fix it.

Agenda 5:

Having been in the last leg of session the IQAC head along with the teaching staff and principal discussed on the completion of syllabus. The principal advised to conduct extra classes for the students if necessary.

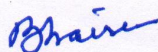
Agenda 6:

The university exams were going to be taken soon so, it was decided to conduct the preliminary exam of the students along with Viva. The IQAC head Dr. Rita Bhaisare handed the responsibility of conducting the exam to the examination committee.

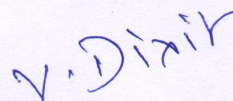
Agenda 7:

The date of next meeting was decided on 07th April, 2020.

The meeting ended with formal vote of thanks to the chair.



IQAC Coordinator
Dr. Rita Bhaisare



Chairperson
Dr. Vandana Dixit



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Meeting Notice

Date : 03rd April, 2020

Dear Sir/Madam,

Subject:- IQAC convening the meeting on 07th April, 2020 via ONLINE METHOD on ZOOM Application at 11.00 am.

With reference to the subject cited above, I am sending herewith the notes on the agenda together with relevant closures for your kind persual.

You are requested to kindly download ZOOM meeting Application to make it convenient to attend the meeting online.

Yours faithfully

IQAC Coordinator

To,
All the IQAC members

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AGENDA FOR THE IQAC MEETING

- 1.1: Review of the IQAC meeting.
- 1.2: Discussion on arranging doubt session for students related with different subject
- 1.3: Planning to arrange motivational sessions for students in Lockdown
- 1.4 Date of next meeting
- 1.5: Any other matter with the permission of the chair.

Bhais

IQAC COORDINATOR

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IQAC – Internal Quality Assurance Cell

Minutes of IQAC Meeting

The IQAC meeting was held on 07th April 2020 at 11.00 am. via online method

Present :

| Name | Designation |
|-----------------------|------------------------|
| Dr. Vandana Dixit | Principal |
| Dr. Inderjeet Ramteke | Administration Officer |
| Mr. Habib Arif | Management Member |

Teaching Staff

| Name | Designation |
|-------------------|--------------------------|
| Dr. Rita Bhaisare | IQAC Coordinator /H.O.D. |
| Deepamala Gupta | Assistant Professor |
| Amrita Chawla | Assistant Professor |
| Nihar Dahake | Assistant Professor |
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| Hazra Siddique | Assistant Professor |
| Dr. Roshan Khan | Assistant Professor |
| Priti Hatwar | Assistant Professor |
| Amita Vadalila | Assistant Professor |
| Yogesh Ingle | Assistant Professor |
| Yogesh Harode | Assistant Professor |
| Manjiri Raut | Assistant Professor |

V. Dixit

Chairperson

PRINCIPAL

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Minutes

The following meeting took place with respect to each item in the agenda
IQAC Coordinator Dr. Rita Bhaisare welcomed all the members and requested the Principal (Chairperson) to address the meeting online.

Agenda wise discussion was done by the IQAC Coordinator

Agenda 1:

IQAC meeting commenced with the confirmation of the minutes of the previous meeting.

Agenda 2:

Dr. Rita Bhaisare along with the IQAC members discussed on arranging doubt clearing session for the session. Since lockdown was in effect the study of the students was deteriorating. So, it was decided in the meeting to arrange doubts clearing session for the students.

Agenda 3:

All the IQAC members discussed an arranging online motivational sessions for the students. In the corona pandemic, the students had lost zeal and interest from studies. So, the chair accepted this proposal and asked to act upon this proposal as soon as possible.


Agenda 4:

It was a first online meeting of IQAC where the principal Dr. Vandana Dixit emphasized on the importance of technology, in the Lockdown period. She further said that how technology would play an important role in imparting knowledge in Corona pandemic.

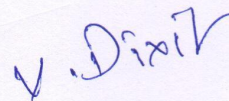
Agenda 5:

The date of the next meeting was decided on 2nd June, 2020.

The meeting ended with formal vote of thanks of the chair.



IQAC Coordinator
Dr. Rita Bhaisare



Chairperson
Dr. Vandana Dixit