

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

Online Meeting Notice

Date : 05th May 2020

You are hereby requested to attend a meeting on 08th May, 2020 at 11.00 am. via Online mode on Zoom App.

The Agenda of the Meeting will be as under :-

1. Review of the previous IQAC meeting
2. Arrangements for Online Faculty Development Programme
3. Discussion on Online Classes
4. Appointment of New H.O.D. and IQAC Coordinator.
5. Discussion on subject allotment and maintaining time table.
6. Discussion about formation of Admission Committee.
7. Discussion about distribution of classes to class teachers.
8. Date of next meeting.
9. Any other matter with the permission of the chair.

Dr. Vandana Dixit
(Principal)

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

Minutes of IQAC

The 1st IQAC meeting was held on 08th May, 2020 at 11 am. via online method.

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. Habib Arif	Management Member
4	Prof. Deepmala Gupta	Teaching Staff
5	Prof. Amrita Chawla	Teaching Staff
6	Prof. Nihar Dahake	Teaching Staff
7	Prof. Ashish Ingale	Teaching Staff
8	Prof. Hazra Siddique	Teaching Staff
9	Dr. Roshan Khan	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	Mr. Shreyansh Gupta	Alumni
15	Sakib Khan	Students Representative
16	Sheeba Naaz	Students Representative
17	Roshni Jaunjal	Students Representative

The following points were discussed in the meeting

1. The Convener read out the minutes of the meeting dated 08th May, 2020.
2. Convener discusses and finalizes online faculty development programme for the teaching staff
3. Discussion was held on arranging online classes for the students.
4. New HOD and IQAC coordinator was appointed by the Chairperson alongwith other members.
5. The Convener discussed subject allotments and maintaining timetable with the committee members
6. A discussion was held on formation of Admission Committee.
7. A discussion was held on distribution of classes to the class teacher.

Dr. Vandana Dixit
Principal

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

Action Taken Report

As per the meeting of IQAC held on 08th May, 2020 the action taken was as under :-

1. Nominated Nihar Dahake as a H.O.D. and Dr. Roshan Khan as a IQAC coordinator.
2. IT department has organized 10 days faculty development program on "Use of ICT tools in Online Teaching and Learning".
3. Time Table was prepared by Time table committee and circulated to the Staff.
4. Admission committee was constituted to decide the strategies.
5. The HOD bifurcated the classes among the teachers according their subjects.

R. Khan

Dr. Roshan Khan
IQAC Coordinator

V. Dixit

Dr. Vandana Dixit
Principal

PRINCIPAL

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

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

Meeting Notice

Date : 29th July 2020

You are hereby requested to attend a meeting of the IQAC on 04th August, 2020 at 02.00 pm. at IQAC Hall

The Agenda of the Meeting will be as under :-

1. Discussion about sanitization of college.
2. Discussion about arranging online programmes for students.
3. Discussion on arranging training programme for teaching staff related with online exams.
4. Discussion about change in Internet service provider.
5. Discussion on arranging professional development training programme for non teaching staff.
6. Discussion on arranging certificate courses for students.
7. Discussion on arranging online unit test for students.
8. Discussion on conducting online seminar for students on Economics.

R. Khan

Dr. Roshan Khan
IQAC (Coordinator)

V. Dixit

Dr. Vandana Dixit
Principal

PRINCIPAL
Zulekha College of Commerce
Science & Technology
Shantinagar, Nagpur-440 007

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

Minutes of IQAC

The 2nd IQAC meeting was held on 04th August, 2020 at 2 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. Habib Arif	Management Member
4	Dr. Roshan Khan	IQAC Coordinator
5	Prof. Deepmala Gupta	Teaching Staff
6	Prof. Amrita Chawla	Teaching Staff
7	Prof. Nihar Dahake	Teaching Staff
8	Prof. Ashish Ingale	Teaching Staff
9	Prof. Hazra Siddique	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	Mr. Shreyansh Gupta	Alumni
15	Sakib Khan	Students Representative
16	Sheeba Naaz	Students Representative
17	Roshni Jaunjal	Students Representative

The following points were discussed in the meeting

1. It was decided to sanitize the college before it started for physical classes.
2. It was decided that online digital initiative should be taken for students.
3. It was decided to arranging training programme for teaching staff before conducting exams by any expert faculty so that they are able to take online exams.
4. It was decided to change internet service provider to speed up online activity.
5. It was decided to arrange professional development training programme for non teaching staff in the month of October to enhance their quality.
6. It was decided to arrange online certificate course on communication skill for the students in the month of October.
7. It was decided to arrange online test for the students through Google forms.
8. It was decided to arrange online seminar for students on Economics.

R. Khan
Dr. Roshan Khan
(IQAC Coordinator)

V. Dixit
Dr. Vandana Dixit
(Principal)
PRINCIPAL
Zulekha College of Commerce
Science & Technology
Shantinagar, Nagpur-440 002

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

Action Taken Report

As per the meeting of IQAC held on 04th August, 2020 the action taken was as under :-

1. All the College premises get sanitize in the month of August.
2. IQAC has organized a Training programme for Teaching staff on "How to conduct online exams through Google forms from 18th August to 19th August 2020.
3. Academic Committee has organized online seminar on Economics on 27th August 2020.
4. Environment committee organized an online digital banner initiative on 6th October, 2020.
5. The Technical Team has changed the internet service provider.
6. IQAC has organized professional Development Training programme for Non teaching staff on 09th October to 10th October 2020 in order to enhance there communication skill in English.
7. Academic committee has organized a certificate course in communication skill for students. The duration of course was 30 days.
8. The Exam committee has organized online unit test before the RTMNU Exams to prepare the students for online exams.

R. Khan

Dr. Roshan Khan
IQAC Coordinator

V. Dixit

Dr. Vandana Dixit
Principal

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

Date 27th Jan. 2021

You are hereby requested to attend a meeting of the IQAC on 01st February, 2021 at 02.00 pm. in IQAC Hall

The Agenda of the Meeting will be as under :-

1. Discussion on NAAC criteria.
2. Feedback should be collected from Teachers, Students, Alumni.
3. Efforts to be made to find slow learners and advanced learners on the basis of previous exams.
4. Discussion on attending conferences, workshop and seminar to improve skills of teaching.
5. Discussion on arranging elocution for the students.
6. Discussion on arranging state level poster competition.
7. Discussion on arranging seminar on research for faculty development.

R. Khan

Dr. Roshan Khan
IQAC (Coordinator)

V. Dixit

Dr. Vandana Dixit
Principal

PRINCIPAL
Zulekha College of Commerce
Science & Technology
Shantinagar, Nagpur-440 007

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

Minutes of IQAC

The 3rd IQAC meeting was held on 1st Feb., 2021 at 02 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. Habib Arif	Management Member
4	Prof. Deepmala Gupta	Teaching Staff
5	Prof. Amrita Chawla	Teaching Staff
6	Prof. Nihar Dahake	Teaching Staff
7	Prof. Ashish Ingale	Teaching Staff
8	Prof. Hazra Siddique	Teaching Staff
9	Dr. Roshan Khan	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	Mr. Shreyansh Gupta	Alumni
15	Sakib Khan	Students Representative
16	Sheeba Naaz	Students Representative
17	Roshni Jaunjal	Students Representative

The following points were discussed in the meeting

1. Discussion on NAAC Criteria Parameter was taken in to consideration.
2. Feedback system is to be boosted up and feedback are sought from Teachers, Students and Alumni.
3. Identification of slow learners and advanced learners.
4. Teacher are encouraged to participate in conferences, workshop and seminar.
5. Committee members with IQAC discussed arranging elocution on women's day.
6. Discussion on arranging state level poster competition in march and dividing work among committees.

R. Khan

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

V. Dixit

**Dr. Vandana Dixit
Principal**

PRINCIPAL

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

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

Action Taken Report

As per the meeting of IQAC held on 01st February 2021 the action taken was as under :-

1. IQAC Coordinator with other members of committee has discussed and sort out all the issues included in NAAC Criteria.
2. Feedback system is enriched on the basis of feedback of various stakeholders.
3. Slow learners and Advanced learners are identified.
4. Most of the teachers have attended online seminars and conferences.
5. Online elocution was organized by staff members with students on 08th march, 2021 on Gender equity topic.
6. Online state level poster competition was conducted on 10th March, 2021.

R. Khan

Dr. Roshan Khan
IQAC Coordinator

V. Dixit

Dr. Vandana Dixit
Principal

PRINCIPAL

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

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

Date : 29h March 2021

You are hereby requested to attend a meeting of the IQAC on 01st April, 2021 at 11.00 am. via Online mode on Zoom App.

The Agenda of the Meeting will be as under :-

1. IQAC action plan for the year 2021-22
2. Academic Calendar for the session 2021-22
3. Online programmes to be held for students.
4. Review of contribution to research by faculty members.
5. To upload academic profile of the faculty members.

Dr. Roshan Khan
IQAC (Coordinator)

Dr. Vandana Dixit
Principal

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

Minutes of IQAC

The 4th IQAC meeting was held on 1st April, 2021 at 11 am. via online method.

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. Habib Arif	Management Member
4	Prof. Deepmala Gupta	Teaching Staff
5	Prof. Amrita Chawla	Teaching Staff
6	Prof. Nihar Dahake	Teaching Staff
7	Prof. Ashish Ingale	Teaching Staff
8	Prof. Hazra Siddique	Teaching Staff
9	Dr. Roshan Khan	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	Mr. Shreyansh Gupta	Alumni
15	Sakib Khan	Students Representative
16	Sheeba Naaz	Students Representative
17	Roshni Jaunjal	Students Representative

The following points were discussed in the meeting

1. Discussion on various activities under IQAC through online mode in the upcoming month was given preference
2. Points to be considered in academic calendar was discussed with the incharge.
3. Discussion was held on arranging online programmes for students in the month of may in order to inculcate values among them.
4. It was discussed that faculty should be encouraged to write research paper and make preparation for Ph.D. entrance.
5. All the faculty members are instructed to submit there updated academic profile on or before 15th April 2021.

Dr. Roshan Khan
IQAC (Coordinator)

Dr. Vandana Dixit
Principal

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

Action Taken Report

As per the meeting of IQAC held on 01st April, 2021 the action taken was as under :-

1. Online programme on tobacco day was organized on 21st May, 2021 by the teaching staff in coordination with IQAC for the students in which teachers explain the drawbacks of tobacco.
2. Online programme on anti terrorism day was organized on 31st May 2021 for the students to promote national harmony, mitigate terrorism.
3. Academic calendar was prepared by the incharge and uploaded on the college website
4. Most of the teachers have filled the Ph.D. entrance form and prepared for it.
5. The academic profile of the faculty members get uploaded on the college website.

R. Khan

Dr. Roshan Khan
IQAC Coordinator

V. Dixit

Dr. Vandana Dixit
Principal

PRINCIPAL

Zulekha College of Commerce
Science & Technology
Shantnagar, Nagpur-441 001