

# ZULEKHA COLLEGE OF COMMERCE, SCIENCE & TECHNOLOGY

Shanti Nagar, Nagpur

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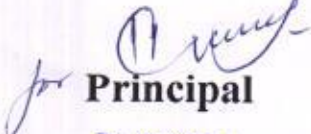
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## **NOTICE**

Date : 08/01/2019

This is to inform that we have to create an Internal Quality Assessment Cell (IQAC) for the development of students and college. So, hereby request all the management and staff members to attend the 1<sup>st</sup> proposal meeting of IQAC on 10<sup>th</sup> Jan. 2019 at 10.00 am. in the seminar hall. Your presence is eagerly awaited.

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

**ZULEKHA COLLEGE OF COMMERCE, SCIENCE & TECHNOLOGY**

Shanti Nagar, Nagpur

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## **Agenda for Proposal Meeting**

**Date : 08<sup>th</sup> January, 2019**

Agenda for the meeting of IQAC to be held at 10.00 am. on Thursday 10<sup>th</sup> January. 2019 at the college seminar hall.

- 1] To form IQAC and to approve Principal report
- 2] To appoint coordinator and members for IQAC.
- 3] To Approve proposals of IQAC.
- 4] Selection of infrastructure for IQAC room.
- 5] Date of next meeting is on 20<sup>th</sup> June. 2019.
- 6] Any other matter to be discuss with the permission of Chairperson

  
for **Principal**  
**PRINCIPAL**  
Zulekha College of Commerce  
Science & Technology  
Shantinagar, Nagpur-440002

# **ZULEKHA COLLEGE OF COMMERCE, SCIENCE & TECHNOLOGY**

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## **Minutes of Proposal Meeting**

Meeting for the proposal of Internal Quality Assurance Cell was held on 10<sup>th</sup> Jan. 2019 at the college seminar hall.

<b>Present :</b> Dr. Nandkishor Zade	-	Principal
Mr. Inderjeet Ramteke	-	Administration Officer
Mr. Habib Arif	-	Management Member
Mrs. Ruchi Tripathi	-	Management Member
Mr. Suraj Tripathi	-	Management Member

### **Teaching Staff**

Prof. Rita Bhaisare  
Prof. Deepmala Gupta  
Prof. Amrita Chawla  
Prof. Nihar Dahake  
Prof. Ashish Ingale  
Prof. Hazra Siddique  
Prof. Roshan Khan  
Prof. Priti Hatwar  
Prof. Amita Vadalia  
Prof. Yogesh Ingale  
Prof. Yogesh Harode



# ZULEKHA COLLEGE OF COMMERCE, SCIENCE & TECHNOLOGY

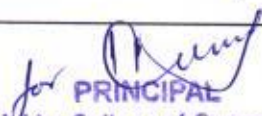
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Sr.	Subject of the minutes	Minutes
1	Chairman's proposal for creation of IQAC	The proposal for the development of students and maintenance of quality of the college to IQAC
2	Formation of body for IQAC	The formation of the body was for the allotment of specific work to the members of IQAC
3	Discussion regarding external members help for IQAC development	Three external members were finalized. One from alumni, second from industrial sector and last from educational institution and consulting company for placement
4	Infrastructure selection for IQAC	There was a great need for a separate IQAC cell for meeting and discussion purpose
5	List of IQAC body members	The list for IQAC was formed as follow
		1 Chairperson Dr. Nandkishor Zade
		2 Senior Administrator Mr. Inderjeet Ramteke
		3 Teachers 1] Prof. Nihar Dahake 2] Prof. Ashish Ingale 3] Prof. Depmala Gupta 4] Prof. Rita Bhaisare 5] Prof. Priti Hatwar
		4 Management Members 1] Habib Arif 2] Mr. Suraj Tripathi 3] Mrs. Ruchi Tripathi
		5 Nominees from local Society students & Alumni 1] Miss. Shumaila Zarin 2] Mohammad Saif Ansari & 1] Mr. Abdul Qadir 2] Mr. Shehzad Khan
		6 Nominee from Employers / Industrialist / Stake holder 1] Mr. Anwar Daud 2] Dr. Kiran Nerkar 3] Mr. Zakir Vali 4] Mr. Zahid Fidvi
		7 Co-ordinator 1] Mrs. Rita Bhaisare
6	Date of next meeting	The next meeting of IQAC will be on 20 <sup>th</sup> Feb. 2019
7	Vote of thanks	The meeting concluded with a vote of thanks by the Principal

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



# ZULEKHA COLLEGE OF COMMERCE SCIENCE & TECHNOLOGY

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ZCCST/1145/29/1/20

## NOTICE

Date : 10/01/2019

This is to inform that Zulekha College of Commerce, Science & Technology hereby creates an Internal Quality Assessment Cell (IQAC), for the development of institution and introducing innovative things for the betterment of institution and students. The IQAC was formed in the First Proposal meeting on 10/01/2019 on the unanimous agreement of the college Management and staff.

  
**Principal**

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

**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



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Shanti Nagar, Nagpur

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## **IQAC BODY**

Sr. No.	Designation	Name
1	Chairperson	Dr. Nandkishor Zade
2	Teachers	1] Prof. Amruta Chawla 2] Prof. Nihar Dahake 3] Prof. Roshan Khan 4] Prof. Ashish Ingale 5] Prof. Deepmala Gupta 6] Prof. Priti Hatwar 7] Prof. Amita Vadalia
3	One Member of the Management	Mrs. Ruchi Tripathi
4	Few Senior administrative officer	1] Mr. Habib Arif 2] Mr. Inderjeet Ramteke
5	Nominee from local society	Mr. Zakir Vali
6	Nominees from Alumni	1] Mr. Abdul Qadir 2] Mr. Shehzad Khan
7	Nominees from students	1] Shumaila Zareen 2] Mohd. Saif Ansari
8	Nominees from Employers / Industrialist /Stakeholder	1] Mr. Anwar Daud 2] Dr. Kiran Nerkar 3] Mr. Zahid Fidvi
9	Co-ordinator	Mrs. Rita Bhautmage

  
**PRINCIPAL**  
Zulekha College of Commerce  
Science & Technology  
Shantnagar, Nagpur

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## NOTICE

Date : 18/02/2019

This is to inform that Zulekha College of Commerce, Science & Technology will hold its second IQAC meeting on 20<sup>th</sup> Feb. 2019, in order to propose the Annual Budget and the Interdisciplinary National Conference. It creates innovative things for the development of institution and students. So all the IQAC members are requested to be present on 20<sup>th</sup> Feb. 2019 in the Seminar Hall at 10.00 am.

  
for **Principal**  
**PRINCIPAL**

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

**ZULEKHA COLLEGE OF COMMERCE, SCIENCE &  
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**Agenda for Second IQAC Meeting on 20th Feb. 2019**

Meeting was to be taken in the seminar hall of the college, at 10:00 am.

- To propose the Annual Budget
- To propose Interdisciplinary National conference for development of the faculty members.
- To finalize budget for the conference.
- To finalize miscellaneous issues on conference like :- brochures, Invitations, prizes, certificates, mementoes, souvenirs, ICT & Hospitality.
- Any other matter of concern with permission of the chairperson.

  
**Principal**  
**PRINCIPAL**  
Zulekha College of Commerce.  
Science & Technology  
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## **IQAC Second Meeting**

IQAC held its second meeting on 20th February 2019 in order to propose the Annual Budget and Interdisciplinary National Conference

Member present at the meeting :-

Sr. No.	Name	Designation
1	Dr. Nandkishor Zade	Principal
2	Mr. Inderjeet Ramteke	Administration Officer and Management Member
3	Mr. Habib Arif	Management Member
4	Mrs. Ruchi Tripathi	Management Member
5	Mr. Suraj Tripathi	Management Member

Teaching Staff Present :-

Sr. No.	Name	Designation
1	Mr. Rita Bhautmage	HOD / IQAC Co –Ordinator
2	Mr. Nihar Dahake	Assistant Professor
3	Mrs. Deepmala Gupta	Assistant Professor
4	Mrs. Amrita Chawla	Assistant Professor
5	Mrs. Roshan Khan	Assistant Professor
6	Mrs. Priti Hatwar	Assistant Professor
7	Mrs. Amita Vadalía	Assistant Professor
8	Mr. Ashish Ingale	Assistant Professor

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## MINUTES OF SECOND MEETING

Time	Subject of the Minute	Minute
10:00 am. 10:05 am	To propose the Annual Budget	Mr. Habib Arif proposed the Annual Budget which was unanimously accepted.
10:05 am. 10:15 am.	To propose Interdisciplinary National Conference	Mrs. Rita Bhautmage proposed interdisciplinary National Conference for faculty development the proposal was unanimously passed.
10:15 am. 10:23 am.	To finalise Budget for the conference	Under the guidance of Mr. Habib Arif the conference budget was finalized.
10:23 am. 10:25 am.	To finalise date for next meeting	Next meeting was finalized on 20th June 2019
10:25 am. 10:35 am.	Miscellaneous Issues on conference	Issues on conference like :- Brochures, Invitations, Prizes, Certificates, Mementos, Souvenirs, ICT & Hospitality were assigned to the teaching staff respectively
10:35 am. 10:45 am.	Vote of Thanks	Vote of thanks was given by H.O.D.



**Principal**

**PRINCIPAL**

Zulekha College of Commerce  
Science & Technology  
Shantinagar, Nagpur-440 001



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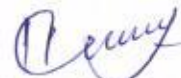
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# **NOTICE**

Date : 15/06/2019

This is to inform that Zulekha College of Commerce, Science & Technology will hold its 3<sup>rd</sup> IQAC meeting in the IQAC room on the 2nd floor in the college premises at 10.00 am. on 20th June, 2019. The meeting will be conducted in order to discuss various requirements of the new session, nomination of offg. Principal Library's up gradation, admission criteria, etc. Therefore, all the IQAC members are requested to be present in the meeting.

*for*   
**Principal**

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

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**Agenda for the Third IQAC Meeting to be held**  
**on 20<sup>th</sup> June, 2019**

Meeting was to be conducted in the newly formed IQAC Room on the 2nd floor of the college permission at 10:00 and on 20th June, 2019

- To propose the requirements for the new session :- Projectors and computers.
- To propose the requirement for a new principal and Asst. Professor for BBA, BCCA & B.Com.
- Library up gradation with purchases of journals and magazines.
- HODs Annual Report on Academics.
- To discuss on the payment mode of fees structure for the coming session.
- To discuss the minimum cut off to required, regarding the admission criteria.
- To propose promotional Activities for college admissions.
- To propose performance appraisal for staff and non teaching staff.
- To nominate name for the officiating principal, being signing authority for university purposes.

  
**PRINCIPAL**  
Zulekha College of Commerce  
Science & Technology  
Shantinagar, Nagpur. 440 002



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## **IQAC Third Meeting**

IQAC held its third meeting on 20th June, 2019 in the IQAC room newly formed on the 2nd floor of the college premises.

Members present at the meeting :-

Sr. No.	Name	Designation
1	Mr. Inderjeet Ramteke	Administration Officer & Management Member
2	Mr. Habib Arif	Management Member
3	Mr. Suraj Tripathi	Management Member
4	Mrs. Ruchi Tripathi	Management Member

Teaching Staff Present :-

Sr. No.	Name	Designation
1	Mrs. Rita Bhautmage	HOD / IQAC Co –Ordinator
2	Mrs. Amrita Chawla	Assistant Professor
3	Mrs. Roshan Khan	Assistant Professor
4	Mr. Nihar Dahake	Assistant Professor
5	Mrs. Deepmala Gupta	Assistant Professor
6	Mr. Ashish Ingale	Assistant Professor
7	Mrs. Priti Hatwar	Assistant Professor
8	Mrs. Amita Vadalía	Assistant Professor



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## **MINUTES OF THIRD MEETING**

Time	Subject of the Minute	Minute
10:00 am. 10:05 am.	H.O.D.s Report	H.O.D. readout the report of the Academic details and progress in all aspects
10:05 am. 10:10 am.	Requirements for the new session	The H.O.D. proposed for the requirement of new projectors and computers which is in process
10:10 am. 10:15 am.	Library up gradation	Library up gradation was proposed by the HOD to increase the no. of journals and magazines which is in process
10:15 am. 10:20 am.	Proposal for Appointment of new principal as the tenure of Dr. N.Zade had expired.	It was proposed to appoint a new principal for which add were given in newspapers
10:20 am. 10:25 am.	Proposal for new teaching staff	So as to increase the no. of teaching staff it was proposed to appoint more Assistant professors, for which also advertisements have been placed in the leading news papers.
10:25 am. 10:30 am.	To discuss the payment mode of fees structure for the coming session 2019-2020	It was resolved that minimum 75% of the total fees should be paid at time of admission in July,19 and the rest 25 % by the end of December 2019.
10:30 am. 10:35 am.	Discussion on minimum cut off % (percentage) required as per the admission criteria	It was resolved that minimum cut off, of 50% is required for the admission criteria to be fulfilled.
10:35 am 10:40 am.	Tree plantation	Under NSS tree plantation was finalized to be undertaken
10:40 am 10:45 am	Promotional Activities	It was resolved to put up college hoardings in the nearby locality.
1045 am 10:50 am	Performance appraisal for staff and non-teaching staff	H.O.D. proposed the performance appraisal for staff and non-teaching staff
10:50 am 10:55 am	To nominate name for the officiating principal, being the signing authority for university purposes.	It was resolved to appoint Mrs.Amrita Kaur Chawla as the Officiating principal till new principal takes over the charge of Zulekha College of Commerce, Science & Technology
10:55 am 11:00 am	To propose the date of the next meeting	The next meeting was resolved to be taken on 20th Sept. 2019
11:00 am 11:05 am.	Vote of thanks	The H.O.D. gave the vote of thanks and concluded the meeting

  
**Principal**  
**PRINCIPAL**  
Zulekha College of Commerce  
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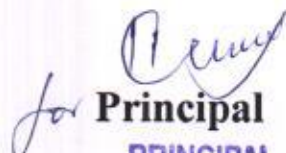
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# **NOTICE**

Date : 18/09/2019

This is to inform that Zulekha College of Commerce, Science & Technology will hold its 4<sup>th</sup> IQAC meeting in the IQAC room on the 2nd floor in the college premises at 10.00 am. on 20th September, 2019. The meeting will be organized to discuss the proposal of MOU's, Health Check-up camp under CSS activities, Blood donation camp under NSS, Annual Gathering and to change the chair person of IQAC. Therefore, all the IQAC Members are requested to be present in the meeting.

  
**Principal**  
**PRINCIPAL**  
Zulekha College of Commerce,  
Science & Technology  
Shanti Nagar, Nagpur-440 011

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**Agenda for the Fourth IQAC Meeting to be taken  
on 20<sup>th</sup> September, 2019**

**In the IQAC Room, 2nd floor in the colleges premises; at 10:00 am.**

- To propose to have MOUs with other institutions for the growth of students.
- Propose to conduct health checkup camp for staff, students and the surrounding locality.
- Under NSS activity :- Proposal to organize a Blood Donation camp.
- To propose for the Annual gathering of the college
- Propose to appoint the new Principal, Mrs. Dr. Vandana Dixit as the chairperson of IQAC as the tenure of Dr. Zade has expired.

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



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## Fourth Meeting

The IQAC conducted its fourth meeting on 20th Sept, 2019, in the IQAC Room, on the second floor in the college premises at 10:00 am.

Members present at the Meeting :-

Sr. No.	Name	Designation
1	Mr. Inderjeet Ramteke	Administration officer & Management Member
2	Mr. Habib Arif	Joint Secretary & Management Member
3	Mrs. Ruchi Tripathi	Management Member
4	Dr. Mrs. Vandana Dixit	Principal

Teaching Staff Present :-

Sr. No.	Name	Designation
1	Mr. Rita Bhautmage	HOD / IQAC Co –Ordinator
2	Mrs. Amrita Chawla	Assistant Professor
3	Mrs. Roshan Khan	Assistant Professor
4	Mr. Nihar Dahake	Assistant Professor
5	Mrs. Deepmala Gupta	Assistant Professor
6	Mr. Ashish Ingale	Assistant Professor
7	Mrs. Priti Hatwar	Assistant Professor
8	Mrs. Amita Vadalía	Assistant Professor

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## **MINUTES OF FOURTH MEETING**

Time	Subject of the Minute	Minute
10:00 – 10:05	To propose to have MOUs with other institutions for the growth of the students	Mrs. Ruchi Tripathi proposed to have MOUs with other institutions for the growth of the students which was unanimously accepted.
10:05 – 10:00	To conduct a Health Checkup Camp	H.O.D. Mrs. Rita Bhautmage proposed to organized and conduct a health check-up camp in collaboration with Alexis Hospital for the students, Teaching and non-teaching staff and for the people of Shanti Nagar locality.
10:10 – 10:15	Under NSS Activity propose to organize a Blood Donation Camp	As per the NSS activity, to organize a Blood donation camp was also proposed and accepted unanimously
10:15 – 10:20	To propose the Annual Gathering of the college	To develop and enhance the extra co-curricular activities and cultural programmes the Annual Gathering of the college was proposed and accepted by all.
10:20 – 10:25	Propose to change the name of the Chairman of IQAC	It was proposed and resolved to appoint the new Principal Mrs. Dr. Vandana Dixit as the Chairperson of IQAC as the tenure of Dr. Nandkishor Zade had expired
10:25 – 10:30	Vote of Thanks	The H.O.D. concluded the session with vote of thanks.

*V. Dixit*  
**Principal**  
Zulekha College of Commerce,  
Science & Technology  
Shantinagar, Nagpur-440 002



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## **NOTICE**

Date : 16/01/2020

This is to inform that Zulekha College of Commerce, Science & Technology's Internal Quality Assessment Cell (IQAC) members are requested to be present in the IQAC hall 2<sup>nd</sup> floor, ZCCST premises at 10:00 am. on **17th January 2020**.

### **Agenda of the Meeting**

Zulekha College of Commerce, Science & Technology's Internal Quality Assessment Cell (IQAC) is been invited to Assess the Preparation and Verification of AQAR for NAAC purpose.



**Principal**  
**PRINCIPAL**

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

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## Minutes of Meeting

Meeting to Assess the Preparation and Verification of AQAR for NAAC purpose was held on 17<sup>th</sup> January, 2020 at 10.00 am in the IQAC hall 2nd floor ZCCST premises.

### Members present

### Designation

### Signature

Dr. Vandana Dixit

- Principal

V. Dixit

Dr. Inderjeet Ramteke

- Administration Officer /  
Management Member

Inderjeet

Mr. Habib Arif

- Management Member

H. Arif

Dr. Rita Bhautmage

- IQAC Co-ordinator/HOD

R. Bhautmage

### Teaching Staff

Mr. Nihar Dahake

- Assistant Professor

N. Dahake

Dr. Roshan Khan

- Assistant Professor

R. Khan

Mrs. Deepmala Gupta

- Assistant Professor

D. Gupta

Mrs. Amrita Chawla

- Assistant Professor

A. Chawla

Mr. Ashish Ingale

- Assistant Professor

A. Ingale

Mrs. Priti Hatwar

- Assistant Professor

P. Hatwar

Mrs. Amita Vadalia

- Assistant Professor

A. Vadalia



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Sr.	Subject of the minutes	Minutes
1	Principal's presentation of AQAR in front of IQAC	The presentation of AQAR was done by the Principal in front of the IQAC seconded by Joint secretary / Management member, Mr. Habib Arif.
2	Verification of the complete AQAR by IQAC	The IQAC body readily verified the AQAR of ZCCST and was unanimously accepted to certify the authenticity of the AQAR.
3	Vote of thanks	The meeting concluded with a vote of thanks by the Principal.

*N. Dixit*

**PRINCIPAL**

Zulekha College of Commerce,  
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## To Whom So Ever It May Concern

The AQAR of Zulekha College of Commerce, Science & Technology was verified by ZCCST IQAC.

IQAC of ZCCST hereby, approves authenticity of the AQAR to best of its knowledge.

Date : 17/01/2020

for   
PRINCIPAL

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



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## Action Taken

Sr. No.	Date	Proposed Activities	Implemented	In Process
1	10 <sup>th</sup> Jan 2019	<ul style="list-style-type: none"><li>• Designate a separate room for IQAC operation.</li><li>• Increase focus on academics</li><li>• Library up gradation</li></ul>	<p>IQAC Room was formed on the second floor in the college premises.</p> <p>Enhancements of ICT class rooms to increase student's learning.</p> <p>Remedial and Incentive classes have also been started.</p>	<p>Subject books and reference books were proposed to be purchased.</p>
2	20 <sup>th</sup> Feb. 2019	<ul style="list-style-type: none"><li>• To organize Interdisciplinary National Conference</li></ul>	<p>The college successfully organized a two days Interdisciplinary National Conference topic for the conference was "Role of Technology in Innovative Teaching" on 15th, 16th March 2019.</p>	
3	20 <sup>th</sup> June 2019	<ul style="list-style-type: none"><li>• Requirements - To appoint a new Principal and Asst. Professors for BBA, BCCA, &amp; B.COM.</li></ul>	<p>Dr. Vandana Dixit was appointed in response to the proposal of requirement of Principal, Dr. Saher O. Talib was</p>	

		<ul style="list-style-type: none"> <li>Requirement for Projectors for Smart Classroom</li> <li>Library requirement- for reference section collection</li> <li>Tree Plantation</li> <li>Say no to Plastics Drive- Distribution of eco friendly bags.</li> </ul>	<p>appointed for B.Com. faculty, Dr. Yogesh Sable was appointed for BCCA faculty, Dr. Vinod Wanjari &amp; Dr. Kanchan Khawse were appointed for BBA</p> <p>02 projectors were purchased for Smart Classroom</p> <p>156 total no. of subject and reference books were purchased</p> <p>Plants were planted in the surroundings of the college premises to make the campus eco friendly.</p> <p>Under say no to plastic drive - 250 eco friendly bags were distributed in the shanti nagar locality</p>	Magazine and Journals were to be purchased
4	20 <sup>th</sup> Sept.2019	<ul style="list-style-type: none"> <li><b><u>Under NSS activity :-</u></b> Blood Donation Camp was proposed</li> <li>Annual Gathering was proposed .</li> <li>Facilitation of alumni in annual gathering.</li> </ul>	<p><b><u>Under NSS activity :-</u></b> 1] Blood Donation Camp was organized and 21 donors donated 21 units of blood bags to LIFE LINE BLOOD BANK.</p> <p>Annual Gathering was successfully organized on 10th December, 2019. In which Prize distribution was done to students as well as teachers on their achievements and various cultural activities were conducted.</p> <p>Facilitation of alumni was done in the annual</p>	



		<p><b><u>Under Going fit India drive :-</u></b></p> <p>Health Check up camp, was proposed for college staff, students and Shanti nagar locality</p> <p>Propose to have MOUs with other institutions for the growth of students</p>	<p>gathering 2019-2020</p> <p>Under Going fit India drive - Health Check up camp, was conducted on 21st December, 2019 in collaboration with Alexis hospital for college staff, students and Shanti nagar locality</p> <p>In response of proposal to have MOUs with other institutions for the growth of students, the college has MOUs with three colleges in Nagpur namely :- VMV College, Raisonni College &amp; SS Maniar College.</p>	<p>PRINCIPAL Zulekha College of Commerce Shantinagar, Nagpur-440 002</p>
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