



# RAHUL COLLEGE OF EDUCATION

UGC Recognition under sec 3(f) of the UGC Act 1956 | N.C.T.E. Reg. No. WRC / A. 6 / 80 / 2006 Dtd. 27/09/2006 Code No. APW01417/13403 Affiliated To University of Mumbai  
AFF/RECOG.1 1249 of 2007 Dtd. 28 Feb. 2007 | NAAC Accredited with Grade "B+" (1st Cycle) | College Code : 907 | Hindi Linguistic Minority Institution

Ref. No RCOE-2025-2026- 019

Date:20/03/2026

## Notice of 4<sup>th</sup> IQAC Meeting for Academic Year 2025-2026

This is to inform all the members of the Internal Quality Assurance Cell (IQAC) that the 1st meeting for the Academic Year 2025-2026 is scheduled to be on 27/03/2026 at 10:30 am in the Boardroom. All the members are requested to kindly make it convenient to attend the meeting.

### Agenda

1. Review and approval of the Minutes and Action Taken Report (ATR) of the previous IQAC meeting.
2. Presentation of the consolidated Annual Quality Assurance Report (AQAR) submitted to NAAC for review.
3. Review of IQAC documentation, committee-wise documentation, and digital records.
4. Recommendation of infrastructure development plans and teaching & non-teaching staff requirements for presentation in the CDC meeting.
5. Presentation of the draft Academic Calendar and Quality Plan for the next academic year.
6. Discussion on submission of annual reports by various committees.
7. Any other matter with the permission of the Chair.

Mr Yigal Banker  
IQAC Coordinator  
Rahul College of Education

**IQAC COORDINATOR**



Dr Frances Vaidya  
Principal

Rahul College of Education

**PRINCIPAL**  
**RAHUL COLLEGE OF EDUCATION**  
Shree L. R. Tiwari Educational Campus  
Mira Road (E)



## Minutes of the 4<sup>th</sup> IQAC Meeting

The Internal Quality Assurance Cell (IQAC) meeting of Rahul College of Education was held in the Boardroom on 25/03/2026 at 10:00 a.m. to discuss and transact the following agenda. Dr. Frances Vaidya, Principal of Rahul College of Education, welcomed all the members and introduced those present at the meeting.

### **POD 1: Review and approval of the Minutes and Action Taken Report (ATR) of the previous IQAC meeting**

**DOD 1:** Sarita Vishwakarma, presented the Minutes and Action Taken Report (ATR) of the previous meeting. The members reviewed the progress of activities discussed earlier. External members appreciated the timely completion of departmental tasks. Renu Chaudhary highlighted the improved coordination among committees. Bhagyashree Vyawahare suggested maintaining a systematic follow-up mechanism for ATR implementation. After discussion, the Minutes and ATR were unanimously approved.

### **POD 2: Presentation of the consolidated Annual Quality Assurance Report (AQAR) submitted to NAAC for review**

**DOD 2:** Sarita Vishwakarma presented the consolidated AQAR before the members and informed them that the NAAC portal for AQAR submission was still not open. The members reviewed the report and appreciated the efforts taken for timely preparation and compilation of institutional data and quality initiatives.

### **POD 3: Review of IQAC documentation, committee-wise documentation, and digital records**

**DOD 3:** Sarita Vishwakarma presented the status of documentation maintained by various committees. Dr. Frances Vaidya emphasized the importance of proper documentation for quality assurance and accreditation purposes. Jaya Pathak recommended the use of standard formats for reports and records. External members discussed the importance of maintaining backups of digital records. Bhagyashree Vyawahare proposed creating a centralized digital repository for institutional documents. The committee resolved that all records should be updated regularly and maintained systematically.

### **POD 4: Recommendation of infrastructure development plans and teaching & non-teaching staff requirements for presentation in the CDC meeting**

**DOD 4:** Dr. Frances Vaidya discussed the need for upgrading classrooms, ICT facilities, and library resources to strengthen the teaching-learning process. Jaya Pathak suggested enhancing technological support in classrooms. Renu Chaudhary emphasized the requirement for adequate administrative and support staff for smooth institutional functioning. External



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members recommended introducing additional skill-based and technology-integrated resources. The committee agreed to forward the recommendations to the CDC for approval.

## **POD 5: Presentation of the draft Academic Calendar and Quality Plan for the next academic year**

**DOD 5:** Sarita Vishwakarma presented the draft Academic Calendar and Quality Plan for the upcoming academic year. Dr. Frances Vaidya stressed aligning academic activities with institutional quality goals. Jaya Pathak suggested incorporating experiential learning activities and workshops. External members proposed scheduling faculty development programmes and community outreach activities systematically. Bhagyashree Vyawahare recommended integrating innovative teaching-learning practices and reflective activities into the quality plan. The Academic Calendar and Quality Plan were approved with minor suggestions.

## **POD 6: Discussion on submission of annual reports by various committees**

**DOD 6:** Sarita Vishwakarma reviewed the status of annual report submissions by different committees. Dr. Frances Vaidya instructed all committees to ensure timely submission of reports with proper evidence and documentation. Jaya Pathak suggested adopting a common reporting format. Renu Chaudhary emphasized maintaining clarity and accuracy in reports. External members recommended including reflections and outcomes of activities in the reports. The members agreed to complete pending submissions within the stipulated timeline.

## **POD 7: Planning and organization of the farewell programme for the B.Ed. Batch 2024–26**

**DOD 7:** The members discussed the planning and organization of the farewell programme for the B.Ed. Batch 2024–26. Dr. Frances Vaidya emphasized conducting the programme in a disciplined and memorable manner. Sarita Vishwakarma suggested forming student and faculty committees for programme coordination. Jaya Pathak proposed including cultural performances and student reflections in the programme. Renu Chaudhary discussed arrangements related to venue management and student participation. An external member suggested recognizing student achievements and contributions during the farewell programme. The committee agreed to finalize the programme schedule and responsibilities in consultation with students.

## **POD 9: Any other matter with the permission of the Chair**

**DOD 9 :** The committee discussed arrangements for the Convocation Ceremony for Batch 2023–25. Dr. Frances Vaidya stressed the importance of organizing the ceremony in a dignified and systematic manner. Sarita Vishwakarma discussed the preparation of student records, certificates, and invitations. Jaya Pathak suggested including motivational addresses and alumni interaction during the ceremony. Renu Chaudhary proposed effective planning of



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logistics and stage management. Bhagyashree Vyawahare recommended proper documentation and photography of the event for institutional records. The committee resolved to prepare a detailed action plan for the successful execution of the convocation ceremony.

Further, the members discussed preparations related to the Semester IV examinations scheduled from the last week of April 2026. Dr. Frances Vaidya instructed all faculty members to ensure the smooth and fair conduct of examinations. Sarita Vishwakarma discussed examination duty allocation and documentation procedures. Jaya Pathak suggested ensuring proper seating arrangements and examination discipline. Renu Chaudhary emphasized timely communication of examination schedules and instructions to students. Bhagyashree Vyawahare proposed maintaining proper records and systematically monitoring examination-related activities. The committee resolved to complete all examination-related preparations well in advance.

The meeting concluded with a vote of thanks proposed by Sarita Vishwakarma.

Prepared by  
Ms Bhagyashree Vyawahare  
Assistant Professor  
Rahul College of Education

Checked & Verified by  
Dr Frances Vaidya  
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