IQAC – MEETING MINUTES

The following is an account of the minutes taken at the IQAC meeting held between 10 am & 12 noon on 27th July, 2018 at Principal's office room

1. **Attendees**

   The following members of (AGC) were PRESENT

Meeting Chair	Dr. Sirajuddin Chougle, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Member	Dr. A. Q. Ansari
	Dr. Majid Kazi
Member	Dr. Julekha Shaikh
Member	Dr. Wasim Hydery
	Dr. Ugesh Kumari Singh
	Prof. Mayurakshi Mitra
	Dr. Rafi Ahmed
	Dr. Saima Shaikh Prof. Mujahid Naqvi Dr. Shahzad
	Prof. Sachin Gosavi

Minutes Recorder	Pro. MAyurakshi Mitra

2. **Reason for Meeting**

   This meeting was held for the following :

   - To provide an update on the status of the New NAAC format, including both AQAR and SSR
   - To make a decision regarding the collection and arrangement of data for meeting all the requirements o each criterion
   - To review the resource requirements for introducing new certificate courses in Urdu and Urdu calligraphy.

   3. **Approval of the Agenda**

   The agenda was unanimously approved by all.

   3.2. **Meeting Agenda**

   The objective of the meeting was (S)
   - to discuss and brainstorm on the inputs of each criterion that the respective members collected by attending 5 days workshop on 'New NAAC guidelines' organized by the University o Mumbai.
   - to discuss about the IQAC activities of the year
   - to plan orientation of FYBA, B.Com, B. Sc students on college rules, attendance system, university syllabi and examination system.
   - to plan a workshop for teachers on new NAAC guidelines.

- to coordinate with respective state offices for acquiring Minority Status Certificate.
- to introduce institutional mail ids for teaching staff.
- to redesign the college website and introduce all the new requirements o NAAC on the college website.
- to develop a more convenient and detailed format of online students' feedback.
- to develop a schedule for a more systematic PTM to curb falling attendance o students.

4. **Announcements**
   - A new member of IQAC, Prof Sachin Gosavi , was introduced as a core member of the committee

5. **Topics & Conclusions**

   - to plan a workshop for teachers on new NAAC guidelines to make them aware about the qualitative and quantitative requirements.
   - Orientation of FY B.A., B. Sc and B.Com students was decided to be scheduled in the first week of August.

   Important Comments

   Two issues: a workshop for teachers on new NAAC guidelines and working towards acquiring Minority Status certificate were decided to be taken up in the priority list.

6. **Key Decisions**

   Based on the above conclusions the following decisions were made

   - Dr. Rafi will follow up the government officials for the Minority certificate
   - all the criterion in charges to prepare work on their respective criterion for in house presentation of the requirements of their criterion.

7. **Adjournment**

   Meeting was adjourned at 12:30 pm by Dr. Rakhshandah Hani.

IQAC – MEETING MINUTES

The following is an account of the minutes taken at the IQAC meeting held between 10 am & 12 noon on 7th February, 2019 at Principal's office room

1. **Attendees**

   The following members of (AGC) were PRESENT

Meeting Chair	Dr. Sirajuddin Chougle, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Members	Dr. A. Q. Ansari
	Dr. Majid Kazi
	Dr. Julekha Shaikh
	Dr. Wasim Hydery
	Dr. Ugesh Kumari Singh
	Prof. Mayurakshi Mitra
	Dr. Rafi Ahmed
	Dr. Saima Shaikh Prof. Mujahid Naqvi Dr. Shahzad Ateeque
	Prof. Sachin Gosavi

Minutes Recorder	Pro. Mayurakshi Mitra

2. **Reason for Meeting**

   This meeting was held to:

   - assess the collection of data as per the new NAAC format, including both AQAR and SSR
   - make a decision regarding storage of documents in mega cloud format
   - review the latest developments concerning new NAAC guidelines

3. **Approval of the Agenda**

   The agenda was unanimously approved by all.

   Agenda of the Meeting

   The objective of the meeting was:
   - to discuss on all the particular requirements of each criterion.
   - to discuss the feedback of students, eligibility criteria for the same and feedback analysis.
   - to formulate a more systematic and well designed format for departmental report.
   - to decentralize data collection pertaining to details of each department and hand it over to departmental heads.

- to enquire on the status of Minority Status Certificate.
- to discuss the operation of the college website .
- to develop a more convenient and detailed format of online students' feedback.

4. **Resolution(s):**

To enhance a better understanding of the new AQAR and for its smooth functioning the following resolutions were drawn by the committee members:

➢ to work on the documentation process as per the new AQAR and SSR.
➢ to submit a questionnaire that fulfills all the requirements of each criterion
➢ to conduct one-to-one meeting with criteria in-charges before submission of the questionnaires.
➢ to formulate a more comprehensive and effective students' feedback format.
➢ to work towards building a couple of smart classrooms by installing the latest technology of teaching-learning .

Important Comments

Two issues to work on priority:

1) a comprehensive departmental report and 2) collection and analysis of students' feedback.

Key Decisions

Based on the above conclusions the following decisions were made:

- individual meetings of the IQAC coordinator with individual criteria in-charges to be held between 24th February and 7th March, i.e. before HoD meeting.
- all the departmental reports to be saved in word file
- to discuss with all the heads of the department in HOD meeting about the eligibility of students to give feedback on teachers. to install built up projectors in a few of the classrooms

Suggestions:

- to install speakers in the classroom
- to renovate of the IQAC room
- to build mega cloud for storing the records.

Adjournment

Meeting was adjourned at 12:15 by the IQAC coordinator, Dr. Rakhshandah Hani.