

KIHE Society's
MAHARASHTRA COLLEGE OF ARTS, SCIENCE & COMMERCE
IQAC MEETING MINUTES
(2023-24)

1) IQAC Meeting held on 13th June, 2023

A meeting of the IQAC was called on June 13, 2023 in the Principal's office to discuss the preparation for the NAAC peer team visit.

Attendees: The following members of the IQAC were present

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. Coordinator	Dr. Julekha Shaikh
Members	Dr. Wasim Hydery
	Dr. Ugeshkumari Singh
	Dr. Mayurakshi Mitra
	Dr. Saima Shaikh
	Dr. Bushra Shaikh
	Prof. Rehana Vadgama
	Prof. Mujahid Khan
	Dr. Shehzad Ateeque
	Dr. Sachin Gosavi

Minutes Recorder: Dr. Mayurakshi Mitra

Meeting Agenda:

1. Overview of NAAC Visit
2. Preparation Tasks
3. Division of Responsibilities
4. Q&A Session

Minutes:

1. Overview of NAAC Visit:

The meeting commenced with an overview of the upcoming NAAC visit, emphasizing its importance and objectives. It was highlighted that the visit aims to assess the quality of education, infrastructure, and overall institutional performance.

2. Preparation Tasks

Discussion centred around the various tasks required to prepare for the NAAC visit.

Tasks included:

- An internal audit of the infrastructure including Gymkhana, library, laboratories, office etc.
- Departmental presentations to be submitted within a week's time to the IQAC coordinator
- Committee presentations to be submitted to the IQAC coordinator by June end.
- Constitution of sub committees for the preparation of cultural program.

3. Division of Responsibilities:

Responsibilities were assigned to each team member to ensure efficient completion of preparation tasks. It was also decided to highlight in the cultural program the rich treasures of multilingual facilities that the college offers at its graduation level.

4. It was decided to conduct orientation Program for First year students in the month of August after the first year classes start.

Suggestions:

1. In order to highlight the richness of language that the institution fosters, it was recommended to have cultural programmes focussing on Urdu, Arabic, Hindi and English languages. The Chairman, IQAC and Principal also suggested the NSS volunteers to put up their skit on social issue that won zonal level competition.
 2. It was recommended to conduct a Q&A session giving the students a feel of the Q-A session, also allowing the attendees to seek clarification on any aspects related to the NAAC visit.
- The meeting was adjourned at 1 pm by the Joint Coordinator Dr Julekha Shaikh.



Khairul Islam Higher Education Society's

Maharashtra College
OF ARTS, SCIENCE & COMMERCE

10/06/2023

Ref. No. _____

NOTICE

Date _____

Degree College: IQAC Meeting

A meeting of the IQAC members will be held on Friday, 13th June, 2023 at 11.00 am in the Principal's room. All concerned members are requested to take a note of the same and attend the meeting accordingly.

Rhoni
13/6/23
IQAC COORDINATOR

Rhoni
PRINCIPAL

Members:

1. Prin. Dr. Sirajuddin Chougale
2. Dr. Rakshandah A. Hani
3. Dr. Julekha Shaikh
4. Prof H.N. Kalaniya
5. Dr. Bushra Shaikh
6. Mr. Ajay Desai
7. Mr. Anwar Hussain
8. Dr. Wasim A. Hydery
9. Dr. Ugeshkumari Singh
10. Dr. Mayurakshi Mitra
11. Dr. Saima Shaikh
12. Prof. Ms. Rehana Vadgama
13. Prof. Mujahid Khan
14. Dr. Shehzad Ateeque
15. Dr. Sachin Gosavi
16. Mr. Shivpal Dubey

- Chairman *Rhoni*
- Coordinator *Rhoni*
- Joint Coordinator *Julekha*
- Management Representative
- Alumni Representative *Shaikh*
- Admin. Office Representative
- Admin. Office Representative
- Teacher / Member *Sh*
- Teacher / Member *Sh*
- Teacher / Member *Sh*
- Teacher / Member *Sh*
- Teacher / Member *Sh*
- Teacher / Member *Sh*
- Teacher / Member *Sh*
- Teacher / Member *Sh*
- Nominee of Local Society

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL : 2308 1664 / 2308 1665 • FAX : 2309 2248

Website : www.maharashtracollege.org • E-mail : prin.maharashtracasc08@yahoo.com

2) IQAC Meeting held on 7th July, 2023

The IQAC had called a meeting with staff members on July 7, 2023 at 11:00 am in Staff Common Room to discuss regarding the preparations for NAAC Peer Team Visit.

All departments were informed to be ready with their presentations (for the period June 2017 to April 2023) for NAAC Peer Team visit on or before June 22, 2023. The presentations had to cover Program and courses offered with their outcomes, Certificate courses if any, Faculty profile, Curriculum planning & delivery, members of BOS, Academic Council, Syllabus framing committee etc., Student Centric methods used such as use of ICT, co-curricular and extracurricular activities, field visits, access to online resources etc., Students undertaking fieldwork/projects/internships, Result Analysis Research publications/ minor & major projects/Books by faculty, Workshops/Seminars/conferences organized by the department, Student Progression & Placement and Student Achievements.

All the departments were asked to present their presentations to the Mock team.

The queries of staff members were resolved by the Principal and IQAC Coordinator. The meeting was adjourned at 12: 30 pm.



Khairul Islam Higher Education Society's

Maharashtra College
OF ARTS, SCIENCE & COMMERCE

Ref. No. _____

Date. 06/07/2023

Notice - IQAC

In view of the upcoming NAAC Peer Team Visit, a meeting of all degree college teachers will be held on Friday July 7, 2023 in the Staff Common Room at 11.00 am. All lectures from 11.10 am to 12 noon will be suspended.

Attendance in the above meeting is mandatory.


Principal

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL : 2308 1664 / 2308 1665 ● FAX : 2309 2248

Website : www.maharashtracollege.org ● E-mail : prin.maharashtracasc08@yahoo.com

3) IQAC Meeting held on 28th August, 2023

An IQAC meeting was held on August 28, 2023 in the Staff Common Room to discuss the observation and remarks made by the NAAC Peer team that visited college in the first week of the same month.

Attendees from IQAC: The following members of the IQAC were present

Meeting Chair	Dr.Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. Coordinator	Dr. Julekha Shaikh
Members	Dr.Wasim Hydery Dr. Ugeshkumari Singh Dr. Mayurakshi Mitra Dr. Bushra Shaikh Prof. Rehana Vadgama Prof. Mujahid Khan Dr. Shahzad Ateeque Dr. Sachin Gosavi Dr. Saima Shaikh

Other attendees: All the teaching staff of the college of both the aided and unaided sections.

Agenda:

1. Review of NAAC Accreditation Results
2. Action Items for Improvements
3. Future Plans and Strategies

Minutes:

1. Review of NAAC Accreditation Results:

The meeting began with a review of the NAAC accreditation results, highlighting the strengths and areas for improvement identified by the accreditation team. It was noted that areas like institutional extension services, research and academic progress, etc were highlighted as the strengths of the college. The areas like student welfare and library resources were pointed out by the NAAC that require further focus.

2. Action Items for Improvements:

Discussion ensued regarding specific action items to address the identified areas for improvement.

1. Quality Publication
2. Industry orientation and placement
3. Inadequate space for further expansion

3. Future Plans and Strategies:

The team discussed future plans and strategies to maintain and enhance the quality of education and institutional performance.

1. To introduce more new certificate courses and short term programs in self-financing mode.
2. To create special wing for helping students to write competitive examinations.

The meeting was adjourned at 12: 30 pm by the Joint Coordinator, Dr.Julekha Shaikh.



Khairul Islam Higher Education Society's

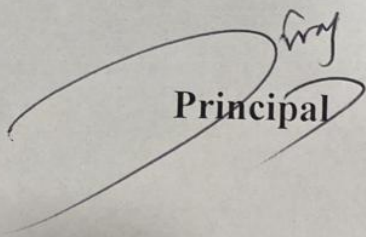
Maharashtra College
OF ARTS, SCIENCE & COMMERCE

Ref. No. _____

Date 25/08/2023

NOTICE

A meeting of Staff members will be held on Monday August 28, 2023 in the Staff Common Room at 9.30 am to review the NAAC results. All are requested to remain present for the meeting.


Principal

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL. : 2308 1664 / 2308 1665 ● FAX : 2309 2248

Website : www.maharashtracollege.org ● E-mail : prin.maharashtracasc08@yahoo.com

4) IQAC Meeting held on 28th September, 2023

A meeting of the IQAC was called on September 28, 2023 in the Principal's office at 11.00 am to discuss the preparation for the NAAC peer team visit.

Attendees from IQAC: The following members of the IQAC were present

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. Coordinator	Dr. Julekha Shaikh
Members	Dr. Ugeshkumari Singh Dr. Mayurakshi Mitra Dr. Bushra Shaikh Dr. Saima Shaikh Prof. Rehana Vadgama Prof. Mujahid Khan Dr. Shahzad Ateeque Dr. Sachin Gosavi Dr. Moinuddin Vakil

Agenda:

1. To discuss the various points marked by the NAAC peer team, especially w.r.t LMS, feedback mechanism and teaching learning process
2. To update and discuss the availability of data/ information for filling AQAR 2022-23.
3. Reorganize the IQAC Committee

Resolution

1. To move towards a completely automated feedback mechanism with proper action plans, the coordinator Dr. R. Hani recommended a committee to be constituted for the same. Dr. Sachin Gosavi was unanimously accepted as the head of the new committee. Assistant Prof Saima Ansari's name was recommended as a committee member who will analyse the feedback.
2. The members also discussed the significance of screening and identifying students who require mentoring on a regular basis. They also decided to have student mentors for more effective outcomes.
3. In order to meet the recommendations pointed out by the NAAC peer team, the committee decided on making submission of caste certificates during the admission process mandatory.
4. In order to have a well-defined teaching learning process, the Coordinator along with the members insisted on using ADMS. The principal suggested to conduct a workshop for all the teaching faculty to explain the ADMS system.
5. It was decided to activate the incubation cell and have workshops in regular intervals to mobilize intellectual properties and promote entrepreneurship skills in young learners.
6. To motivate teachers to take up minor and major projects, the Coordinator requested the Chair to grant aids to the teachers for their research work.
7. Criteria V: The members also insisted that scholarship format needs a change and besides the financially weak students, good meritorious students should also be given scholarship. Students excelling in sports also to be given sports scholarship for their coaching and necessary equipments.

8. The coordinator insisted on promoting capacity building programs for the students. Programs related to health and hygiene, augmenting ICT skills, language programs to appreciate various languages, counselling sessions for NET/ SET aspirants.
9. To have printed assignments books for all undergraduate and post graduate courses.
10. To organise at least 2 training programs for non-teaching staffs every year.
11. To work towards a fully automated library resources.
12. To activate faculty accounts for inflibnet.
13. To increase the number of Library cards for TY students.
14. Dr. Moinuddin Vakil was included in the IQAC Committee instead of Dr. Wasim Hyderi.

Suggestions:

1. To discuss plans and grants for faculty development programs in CDC meeting.
2. To expedite NIRF process.
3. To have a regular green audit as well as a gender audit.
4. Annual submission of CAS files.



Khairul Islam Higher Education Society's
Maharashtra College
 OF ARTS, SCIENCE & COMMERCE

24/09/2024

Ref. No. _____

Date _____

Degree College: IQAC Meeting

A meeting of the IQAC members will be held on Saturday, 28th September, 2024 at 11.00 am in the Principal's room. All concerned members are requested to take a note of the same and attend the meeting accordingly.

Rhani
 IQAC COORDINATOR

Waj
 PRINCIPAL

Members:

1. Prin. Dr. Sirajuddin Chougale
2. Dr. Rakshandah A. Hani
1. Dr. Julekha Shaikh
2. Prof H. N. Kalaniya
3. Mr. Ajay Desai
4. Mr. Anwar Hussain
5. Dr. Ugeshkumari Singh
6. Dr. Mayurakshi Mitra
7. Dr. Bushra Shaikh
8. Dr. Saima Shaikh
9. Prof. Ms. Rehana Vadgama
10. Prof. Mujahid Khan
11. Dr. Shehzad Ateeque
12. Dr. Sachin Gosavi
13. Dr. Moinuddin Vakil
14. Mr. Shivpal Dubey

- Chairman *Rhani*
- Coordinator *Jule*
- Joint Coordinator *Rhani*
- Management. Representative *Rhani*
- Admin. Office Representative *Rhani*
- Admin. Office Representative *Rhani*
- Teacher / Member *Rhani*
- Teacher / Member *Rhani*
- Teacher / Member *Rhani*
- Teacher / Member *Rhani*
- Teacher / Member *Rhani*
- Teacher / Member *Rhani*
- Teacher / Member *Rhani*
- Teacher / Member *Rhani*
- Teacher / Member *Rhani*
- Alumni Representative *Rhani*
- Nominee of Local Society *Rhani*

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL : 2308 1664 / 2308 1665 • FAX : 2309 2248

Website : www.maharashtracollege.org • E-mail : prin.maharashtracasc08@yahoo.com

5) IQAC Meeting held on 6th October, 2023

A meeting of the IQAC members was held on October 6, 2023 in the Principal's cabin at 11.00 am to discuss the following agenda.

The following members were present for the meeting:

Attendees: The following members of the IQAC were present

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. Coordinator	Dr. Julekha Shaikh
Members	Dr. Ugeshkumari Singh
	Dr. Mayurakshi Mitra
	Dr. Bushra Shaikh
	Dr. Saima Shaikh
	Prof. Rehana Vadgama
	Prof. Mujahid Khan
	Dr. Shahzad Ateeque
	Dr. Sachin Gosavi
	Dr. Moinuddin Vakil

Agenda

1. Review of NAAC Report.
2. Formation of sub committees
3. Data Collection from departments.
4. CAS for Professorship
5. Workshop for NEP
6. Any other business

Minutes

1. Review of NAAC Report:

To review the Peer Team Visit, the Principal and the IQAC coordinator decided to interact with the non-teaching staff to the College Office and discuss the implementation of recommendations of the Peer Team.

To review the NAAC results, suggest measures for its improvement and motivate teaching faculty to work for College Development, interaction of Dr. Munawwar Ali, Jt. General Secretary & Coordinator Administration of K.I.H.E. Society with the teaching staff was decided to be organized on the last day of the First term

2. Formation of sub committees:

The members of the sub committees were reorganised as per the criteria incharges.

- 3 Data Collection from departments:

As per the recommendation of NAAC Peer Team, our institution decided to install Learning Management System and Activity Data Management System (ADMS). A workshop was decided to be conducted on October 9, 2023 by Mr. Sajid, Head of Powe Student to explain the working and application of the system to the teachers.

4. The principal and the coordinator finalized October 14, 2023 for conducting CAS interviews for Professor grade of six teachers. Dr. Ugeshkumari Singh was made in charge of CAS Hospitality team.

Some members of IQAC and CAS scrutiny committee were also requested to report for smooth execution of the work.

5. A workshop was decided to be organized for the Heads of Departments on November 11, 2023 to discuss the implementation of NEP from academic year 2023-24.

6. The financial literacy programme was decided to be conducted in compliance with the Maharashtra government's guidelines. Shri. Saurabh Mane from CASI Global India would serve as the program's resource person.

The meeting was adjourned at 12: 30 pm.



Khairul Islam Higher Education Society's
Maharashtra College
OF ARTS, SCIENCE & COMMERCE

03/10/2023

Ref. No. _____

NOTICE

Date _____

Degree College: IQAC Meeting

A meeting of the IQAC members will be held on Friday, 6th October, 2023 at 11.00 am in the Principals room. All concerned members are requested to take a note of the same and attend the meeting accordingly.

Rhani
IQAC COORDINATOR

wry
PRINCIPAL

Members:

- | | |
|----------------------------------|-------------------------------------------|
| 1. Prin. Dr. Sirajuddin Chougale | - Chairman |
| 2. Dr. Rakshandah A. Hani | - Coordinator <i>Rhani</i> |
| 1. Dr. Julekha Shaikh | - Joint Coordinator <i>Jule</i> |
| 2. Prof. H. N. Kalaniya | - Management Representative |
| 3. Mr. Ajay Desai | - Admin. Office Representative <i>Abi</i> |
| 4. Mr. Anwar Hussain | - Admin. Office Representative |
| 5. Dr. Ugeshkumari Singh | - Teacher / Member <i>Ca</i> |
| 6. Dr. Mayurakshi Mitra | - Teacher / Member <i>Shahid</i> |
| 7. Dr. Bushra Shaikh | - Teacher / Member <i>Shahid</i> |
| 8. Dr. Saima Shaikh | - Teacher / Member <i>Rehana</i> |
| 9. Prof. Ms. Rehana Vadgama | - Teacher / Member <i>Shahid</i> |
| 10. Prof. Mujahid Khan | - Teacher / Member <i>Shahid</i> |
| 11. Dr. Shehzad Ateeque | - Teacher / Member <i>Shahid</i> |
| 12. Dr. Sachin Gosavi | - Teacher / Member <i>Shahid</i> |
| 13. Dr. Moinuddin Vakil | - Alumni Representative <i>*</i> |
| 14. Mr. Shivpal Dubey | - Nominee of Local Society |

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL. : 2308 1664 / 2308 1665 • FAX : 2309 2248

Website : www.maharashtracollege.org • E-mail : prin.maharashtracasc08@yahoo.com

6) IQAC Meeting held on 9th January, 2024

A meeting of the IQAC members was held on January 9, 2024 in the IQAC room at 9.30 am to discuss the following agenda.

The following members were present for the meeting:

Attendees: The following members of the IQAC were present

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. Coordinator	Dr. Julekha Shaikh
Members	Dr. Ugeshkumari Singh
	Dr. Mayurakshi Mitra
	Dr. Bushra Shaikh
	Dr. Saima Shaikh
	Prof. Rehana Vadgama
	Prof. Mujahid Khan
	Dr. Shahzad Ateeque
	Dr. Sachin Gosavi
	Dr. Moinuddin Vakil

Agenda

1. Review of ADMS implementation progress.
2. Discussion on data filling procedures.
3. Assigning responsibilities for data maintenance.
4. Preparations for National Conference.
5. Any other business

Minutes

1. Review of ADMS Implementation Progress:

The meeting commenced with a review of the progress made in implementing the Advanced Data Management System (ADMS).

The IQAC coordinator presented a brief status of the system, the activities uploaded and the areas that need further intervention of the service provider. The main challenge that many teachers faced and raised their concern was that of data size. The service provider Mr. Sajid who was also invited for the meeting, provided an easy solution by recommending the teachers to reduce the image size and to compress the PDFs. The coordinator appreciated the efforts put by teachers who had regularly uploaded their individual/ departmental/ committee activity reports.

2. Discussion on Data Filling Procedures:

The team discussed the procedures for filling data into the ADMS. On the request of the teachers, the service provider provided a demo of data filling in the standardized templates by using the ADMS app as well as ADMS web link.

3. Assigning Responsibilities for Data Maintenance:

Responsibilities for data updating and maintenance were assigned to criteria in charges based on their expertise and availability. The coordinator required all the Criteria in charges to make themselves available to review progress and address any further issues.

4. The members for various committees for the National Conference on 'Marginalization to Inclusiveness' to be conducted on February 17, 2024 was formed. The resource persons were called and their appointments were fixed.

5. Third year students' interaction with Principal was scheduled from 26th to 29th February 2024.

6. Activities for female students to be conducted to celebrate International Women's Day.

7. Under the aegis of Code of Conduct Monitoring Committee, a Guest Lecture on 'Professional Ethics' to be on April 19, 2024 for the administrative and non-teaching staff of the college.

The meeting was adjourned at 11: 00 am.



Khairul Islam Higher Education Society's

Maharashtra College OF ARTS, SCIENCE & COMMERCE

12/01/2024

Ref. No. _____

NOTICE

Date _____

Degree College: IQAC Meeting

A meeting of the IQAC members will be held on Saturday, 9th January, 2024 at 9.30 am in the IQAC room. All concerned members are requested to take a note of the same and attend the meeting accordingly.

Rhani

IQAC COORDINATOR

Members:

1. Prin. Dr. Sirajuddin Chougale
2. Dr. Rakshandah A. Hani
1. Dr. Julekha Shaikh
2. Prof H. N. Kalaniya
3. Mr. Ajay Desai
4. Mr. Anwar Hussain
5. Dr. Ugeshkumari Singh
6. Dr. Mayurakshi Mitra
7. Dr. Bushra Shaikh
8. Dr. Saima Shaikh
9. Prof. Ms. Rehana Vadgama
10. Prof. Mujahid Khan
11. Dr. Shehzad Ateeque
12. Dr. Sachin Gosavi
13. Dr. Moinuddin Vakil
14. Mr. Shivpal Dubey

Smy

PRINCIPAL

- Chairman *Rhani*
- Coordinator *Rhani*
- Joint Coordinator *Julekha*
- Management Representative *Shi*
- Admin. Office Representative *Shi*
- Admin. Office Representative *Shi*
- Teacher / Member *Shi*
- Teacher / Member *Shi*
- Teacher / Member *Shi*
- Teacher / Member *Shi*
- Teacher / Member *Shi*
- Teacher / Member *Shi*
- Teacher / Member *Shi*
- Teacher / Member *Shi*
- Alumni Representative *Shi*
- Nominee of Local Society *Shi*

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL. : 2308 1664 / 2308 1665 • FAX : 2309 2248

Website : www.maharashtracollege.org • E-mail : prin.maharashtracasc08@yahoo.com

7) IQAC Meeting held on 10th February, 2024

An IQAC meeting was held on February 10, 2024 at 12 .00 pm in the Staff Common Room to inform teachers uploaded their individual/ departmental/ committee activity reports on the ADMS for the year 2023- 2024. Their queries with respect to LMS was resolved. The Principal and IQAC coordinator also shared that management has given green signal to the Institution to apply for Autonomy in the next academic year. The changes adopted in the examination system was also explained in detail. The staff members were motivated to write research articles and participate in the National Conference on 'on 'Marginalization to Inclusiveness' to be conducted on February 17, 2024.

The Vice Principal Dr. Mehmood Alam adjourned the meeting at 12:30 pm.



Khairul Islam Higher Education Society's

Maharashtra College
OF ARTS, SCIENCE & COMMERCE

Ref. No. _____

Date 09-02-2024

Notice

Degree College

IQAC coordinator will address all the degree college teachers on Saturday, 10th Feb 2024 at 12.00 noon in the common staff room.

All lectures & practical are suspended between 12.00 noon to 12.50pm

All concern teachers please take note of it.


PRINCIPAL

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL : 2308 1664 / 2308 1665 ● FAX : 2309 2248

Website : www.maharashtracollege.org ● E-mail : prin.maharashtracasc08@yahoo.com

8) IQAC Meeting held on 26th April, 2024

The following is an account of the minutes taken at the IQAC meeting held on April 26, 2024 at 10:30 am in Principal's room.

Attendees: The following members of the IQAC were present

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Joint. Coordinator	Dr. Julekha Shaikh
Members	Dr. Ugeshkumari Singh
	Dr. Mayurakshi Mitra
	Dr. Bushra Shaikh
	Dr. Saima Shaikh
	Prof. Rehana Vadgama
	Prof. Mujahid Khan
	Dr. Shahzad Ateeque
	Dr. Sachin Gosavi
	Dr. Moinuddin Vakil

Agenda:

1. Review of data collection for AQAR (Annual Quality Assurance Report) through ADMS.
2. Discussion of the new AQAR format and distribution of evaluation criteria as per the new one.
3. Assigning tasks for AQAR preparation.
4. Documentation and Preparation of institutional data for institutional autonomy.
5. To ensure maximum student feedback.

Minutes:

1. Review of data collection and uploading in ADMS for AQAR of the academic year 23-24.

The meeting commenced with a review of the process for uploading data for submitting the Annual Quality Assurance Report (AQAR). The IQAC coordinator provided a brief report of the data uploaded and initiated discussion on any major problems faced during uploading of data on ADMS.

The Principal and the coordinator decided on 30th April as the last date for data submission. The team discussed and passed a consensus that the departmental report will be circulated for collecting any missing data post 30th April 2024.

2. Discussion on Distribution of Evaluation Criteria as per the new AQAR format.

The Coordinator, Dr. R. Hani announced new criteria in-charges as per their previous AQAR criteria experiences. It was agreed that clear guidelines and criteria will be provided to all departments to ensure uniformity and completeness of the report.

3. Assigning Tasks for AQAR Preparation:

- Tasks for AQAR preparation were assigned to team members based on their areas of responsibility and expertise.
- Deadlines for each task were established to ensure timely completion of the report.
- The various criteria of the new AQAR were discussed and distributed amongst the in charges.
- As per the new AQAR which has 10 criteria to work on, the following names were suggested for each of them.

Criteria 1 and 2: Dr. Saima Shakh

Criteria 3 and 4: Dr. Shahzad Ateeque

Criteria 5: Ms. Rehana Vadgama

Criteria 6: Dr. Mayurakshi Mitra

Criteria 7: Mr. Mujahid Nadvi

Criteria 8: Dr. Bushra Shaikh

Criteria 9: Dr. Sachin Gosavi

Criteria 10: Dr. Ugesh K Singh

The principal announced the management approval on institutional autonomy and the related documentation for the same. The meeting was adjourned at 12 noon by Dr. Rakshandah Hani.



Khairul Islam Higher Education Society's
Maharashtra College
OF ARTS, SCIENCE & COMMERCE

18/04/2024

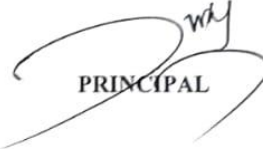
Ref. No. _____

Date _____

Degree College: IQAC Meeting













A meeting of the IQAC members will be held on Saturday, 26th April, 2024 at 10.30 am in the Principal's room. All concerned members are requested to take a note of the same and attend the meeting accordingly.


IQAC COORDINATOR


PRINCIPAL

Members:

1. Prin. Dr. Sirajuddin Chougale
2. Dr. Rakshandah A. Hani
1. Dr. Julekha Shaikh
2. Prof. H. N. Kalaniya
3. Mr. Ajay Desai
4. Mr. Anwar Hussain
5. Dr. Ugeshkumari Singh
6. Dr. Mayurakshi Mitra
7. Dr. Bushra Shaikh
8. Dr. Saima Shaikh
9. Prof. Ms. Rehana Vadgama
10. Prof. Mujahid Khan
11. Dr. Shehzad Ateeque
12. Dr. Sachin Gosavi
13. Dr. Moinuddin Vakil
14. Mr. Shivpal Dubey

- Chairman 
- Coordinator 
- Joint Coordinator 
- Management Representative
- Admin. Office Representative 
- Admin. Office Representative
- Teacher / Member 
- Teacher / Member 
- Teacher / Member 
- Teacher / Member
- Teacher / Member 
- Teacher / Member 
- Teacher / Member 
- Teacher / Member 
- Alumni Representative 
- Nominee of Local Society

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL : 2308 1664 / 2308 1665 • FAX : 2309 2248

Website : www.maharashtracollege.org • E-mail : prin.maharashtracasc08@yahoo.com

Summary of Action Taken Report based on IQAC Meetings held in the academic year 2023-24

Sr.No.	Plan of Action	Achievements/Outcomes
1.	Completion of 3 rd Cycle of NAAC	<p>IQAC was instrumental in organizing the Peer Team Visit to the College on 7th and 8th of August, 2023. The successful conduct of this event marked the completion of 3rd Cycle of accreditation. This was a big achievement for IQAC. Maharashtra College retained the 'B⁺⁺' grade with a CGPA score of 2.87</p>
2.	Student Related Activities	<p>Orientation program was conducted for the first-year classes on 18th and 19th August 2023 to provide a brief overview of the functions and activities of college, 321 students attended the orientation program.</p> <p>A guest lecture on financial literacy was conducted on October 9, 2023 in compliance with the Maharashtra government's guidelines. The program's resource person Shri. Saurabh Mane of CASI Global India explained the details of financial literacy that was followed by a quiz to evaluate their understanding of the topic. A total of 58 girls attended the session.</p> <p>Department of Biology in collaboration with IQAC conducted 'Blood Group Testing Camp' on October 17, 2023. Many student volunteers helped in conducting Blood Group Testing and had a hands-on experience in doing these tests. Blood group report was handed to students immediately after testing. More than 100 students came for Testing their blood Group.</p>
3.	Initiatives for Faculty	<p>IQAC was instrumental in conducting the CAS interviews for six Professors on October 14, 2023. For the first time, teachers applied for the post of Professor in our College.</p> <p>A guest lecture on financial literacy was conducted on October 9, 2023 in compliance with the Maharashtra government's guidelines. The program's resource person Shri. Saurabh Mane of CASI Global India explained the details of financial literacy to 31 staff members attended the workshop.</p>
4	Installation of LMS	<p>Our institution has installed Learning Management System and Activity Data Management System (ADMS). The services of PowerStudent have been hired for the same. A workshop was conducted by Mr. Sajid to explain the working and application of the system to the teachers on October 9, 2023.</p>

5.	Interaction with Stakeholders	<p>IQAC arranged meetings with parents of First Year students on September 8, 2023 to orient the parents regarding attendance, discipline, various facilities and examination pattern at undergraduate level and solicit their co-operation in upgrading the performance of their wards.</p> <p>The Principal and the IQAC coordinator took a meeting with the non-teaching staff on October 6, 2023 to review the Peer Team Visit to the College Office and discuss the implementation of recommendations of the Peer Team. 18 members of attended the meeting.</p> <p>Interactive session of final year students was organized from 26th to 29th February 2024 so as to have a transparent discussion with the Principal and present their observations and recommendations freely.</p>
6	Participative Management	<p>IQAC arranged a meeting of members of the Management with the teaching staff. Dr. Munawwar Ali, Jt. General Secretary & Coordinator Administration of K.I.H.E. Society, interacted with the teaching staff on the last day of the first term to review the NAAC results and suggest measures for its improvement. The purpose was to motivate teaching faculty to work for College Development.</p>
7	Environmental Consciousness	<p>An online National Level Quiz Competition on June 5, 2023 on the occasion of World Environment Day. The main objective of the Quiz Competition was to reduce, recycle and reuse the plastic in everyday life and promote Sustainable environmental practices.</p>
8	Financial Support	<p>As a welfare measure, IQAC created a contributory fund from the teaching faculty members. The proceeds of the fund were distributed among the non-teaching staff of the College hired on contract basis. It served as a tool of financial assistance for Class IV employees.</p>
10	Gender Sensitization	<p>To celebrate International Women's Day on this year's theme that highlights that women's participation in society is essential, a poster making competition was organized on "Invest in women: Accelerate development" on March 7, 2024. The primary objective was to create awareness on the significance of investment in women for societal development and promote creativity.</p> <p>The IQAC, I.T and C.S department organized a special session on "Empowerment of Women in a</p>

		<p>Changing Scenario" on March 9, 2024. The event aimed to inspire, educate, and empower our female students to navigate and thrive amidst the dynamic roles and challenges faced by women today. The speaker Dr. Nazima Khan discussed strategies for balancing professional and personal life, breaking stereotypes, and fostering a supportive environment for women to excel. 80 girls participated in the session.</p>
11	Extension activity	<p>IQAC of Maharashtra College hosted industrial visit of students from A.R. Kalsekar Polytechnic on January 20, 2024 to study "Solar Energy Power Plant" installed in the College. It provided an interesting learning experience to 21 students.</p>
12	Research oriented activities	<p>A One-Day National conference on 'Marginalization to Inclusiveness' themed as 'Marginalization in contemporary social, economic and political development paradigm: a way forward to an inclusive public policy in India' was jointly organized by Social Science Departments & IQAC of Maharashtra College and Research Academy of Social Sciences (RASS) on February 17, 2024. The objective of the conference was to initiate a process which might change the systems and practices that perpetuate it. The conference facilitated to bring together finer minds from various quarters of the country and work towards evolving a better mechanism and policy apparatus appropriate to deal with the issues and concerns of marginalization in India. 65 participants benefitted from this event.</p>
13	Program for non-teaching staff	<p>Under the aegis of Code of Conduct Monitoring Committee, a Guest Lecture on 'Professional Ethics' was organized on April 19, 2024 for the administrative and non-teaching staff of the college. It was conducted by Dr. Sajid Hundekar, Principal of AEK Kalsekar Degree College. He stressed the importance of morals and good behavior amongst the non-teaching staff, especially in their interaction with students and parents.</p>
14	Promotion of Values	<p>IQAC in association with Women Development Cell & Internal Committee organized a program for girls on "Unveiling the purpose of life" on September 12, 2024 to illuminate the participants on the existential inquiries about life's purpose and explore diverse philosophical and spiritual perspectives. 70 girl students from various faculties attended the program.</p>

15	NEP Preparedness	<p>An interaction with Prof. Harichandan, pioneer of SWAYAM Courses was organized to understand the accessibility of free online courses for students as such courses assume great significance under NEP 2020,</p> <p>A workshop was organized by IQAC for the Heads of Departments on November 11, 2023 to discuss the implementation of NEP from academic year 2023-24. The IQAC Coordinator Dr. Rakhshandah Hani gave an overview of NEP 2020 and highlighted on the framework of the credit system with respect to subjects with major courses, minor courses, Open electives, Indian Knowledge system, Vocational and Skill Enhancement courses.</p>
----	------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------