

**AGENDA (MEETING NO. 01)    22<sup>nd</sup> July 2013**

All the IQAC members are hereby informed that the first meeting of IQAC will be held on 10<sup>th</sup> Aug 2013 at 11:00 AM in Principal office. The Principal R. P. Hiray will preside the meeting.

Following points will be discussed in the meeting.

- 1) Declaration of IQAC and felicitation of members.
- 2) To discuss about the formation of various committees.
- 3) To discuss about the Time table finalization.
- 4) To discuss about punctuality and regularity in lectures.
- 5) Any other issue with the permission of the president.

1. Chair person                      Prin. R. P. Hiray
2. Senior Teachers                a) Prof. M. G. Pathan  
                                                b) Prof. Hamdani Rizwana  
                                                c) Dr. Y. T. Pawar  
                                                d) Prof. S. D. Baviskar  
                                                e) Prof. Ansari Shagufta  
                                                f) Prof. D. B. Kapadnis
3. Members from Management     Dr. B. S. Jagdale
4. One nominee from local society, Student and Alumni  

a) Ghulam Jeelani A.  
b) Abuzar Shawkat Ejaz  
c) Rashid Anjum Sk. Qamruddin

- |                               |                         |
|-------------------------------|-------------------------|
| 5. Two nominees from industry | Shri Ataurrahman Dange  |
|                               | Zakir Husain Md. Israil |
| 6. Co-Ordinator               | Prof. Dr. Shakeb Ahmed. |
| 7. Administrative staff       | Shri R. U. shaikh       |

  
**PRINCIPAL**  
Arts', Commerce & Science  
College, Malegaon City (Nashik)

## **PROCEEDING (MEETING NO. 1)**

As per agenda dated 22<sup>nd</sup> July 2013 the first meeting of IQAC was held on 10<sup>th</sup> August 2013 at 11:00 AM in Principal's members attended the meeting.

1. Prin. R. P. Hiray
2. Prof. M. G. Pathan
3. Prof. Hamdani Rizwana
4. Dr. B. S. Jagdale
5. Ghulam Jeelani A.
6. Abuzar Showkat Ejaz
7. Shri Ataurrahman Dange
8. Prof. Dr. Shakeb Ahmed.
9. Shri R. U. shaikh

Following points were discussed in the meeting.

### **1. Declaration of IQAC and felicitation of members.**

As it was the first meeting of IQAC, Principal R. P. Hiray explained the concept of IQAC. He declared the names of newly nominated members of IQAC, Who were nominated as per guidelines of UGC. The Principal welcomed and felicitated all the members. The members expressed happiness over the nominations.

### **2. To discuss about the formation of various committees.**

Principal R. P. Hiray briefed the house about formation of various committees for smooth functioning of the college. He emphasized that the committee should be formed on the basis of guidelines provided by the UGC and university.

Following resolution was passed.

It was resolved that the committee be and is hereby formed as per the guidelines, experienced and enthusiastic professors be and is hereby nominated as the chairman.

**3. To discuss about the Time table finalization.**

The Co-Ordinator of above committee Dr. Shakeb Ahmed informed the house about the Time table. He emphasized to arrange lectures as per the time table. He explained the importance of time table and its relevance with teacher's carrier. Following resolution was passed.

It was resolved that strategic action be used and is hereby taken for teaching according to time table.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Prof. M. G. Pathan

**4. To discuss about punctuality and regularity in lectures.**

Principal R. P. Hiray briefed the house about punctuality and regularity in lectures for the year 2013-14. He stated that every teacher should be regular in the lectures.

It was resolved that necessary steps be and is hereby taken for the regularity in the lectures.

As no other issues were raised by the any member, hence by the permission of the p[resident and vote of thanks of Prof Shah Ayaz the meeting was declared over.



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**AGENDA (MEETING NO. 02)      1<sup>st</sup> September 2013**

All the IQAC members are hereby informed that the second meeting of IQAC will be held on 15<sup>th</sup> September 2013 at 11:00 AM in Principal office. All are requested to remain present. The Principal R. P. Hiray will preside the meeting.

Following points will be discussed in the meeting.

1. To confirm the minutes of previous meeting.
2. To review the working of various committees.
3. To review the completion of the first term syllabus.
4. To encourage the staff members for minor research projects.
5. Any other issue with the permission of the president.

1. Chair person Prin. R. P. Hiray
2. Senior Teachers
  - a) Prof. M. G. Pathan
  - b) Prof. Hamdani Rizwana
  - c) Dr. Y. T. Pawar
  - d) Prof. S. D. Baviskar
  - e) Prof. Ansari Shagufta
  - f) Prof. D. B. Kapadnis
3. Members from Management Dr. B. S. Jagdale
4. One nominee from local society, Student and Alumni
  - a. Ghulam Jeelani A.
  - b. Abuzar Shawkat Ejaz
  - c. Rashid Anjum Sk. Qamruddin
8. Two nominees from industry Shri Ataurrahman Dange  
Zakir Husain Md. Israil
9. Co-Ordinator Prof. Dr. Shakeb Ahmed.
10. Administrative staff Shri R. U. shaikh

  
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## **PROCEEDING (MEETING NO. 2)**

As per agenda dated 1<sup>st</sup> September 2013 the second meeting of IQAC was held on 15<sup>th</sup> September 2013 at 11:00 AM in Principal's members attended the meeting.

- 1) Prin. R. P. Hiray
- 2) Prof. M. G. Pathan
- 3) Prof. Hamdani Rizwana
- 4) Dr. B. S. Jagdale
- 5) Ghulam Jeelani A.
- 6) Abuzar Showkat Ejaz
- 7) Shri Ataurrahman Dange
- 8) Prof. Dr. Shakeb Ahmed.
- 9) Shri R. U. shaikh

Following points were discussed in the meeting.

### **1. To confirm the minutes of previous meeting.**

Professor D. B. kapadnis read out the minutes of previous meeting. The proceeding was approved unanimously.

### **2. To review the working of various committees.**

Principal R. P. Hiray briefed the report of formation of various committees for smooth functioning of the college. Almost all the members of IQAC participated actively in the discussion and finally resolution put forth.

Resolution: It was resolved that monthly meeting of each and every committee be and is hereby made mandatory. Active participation of every member is hereby evaluated by the authority.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Dr. Ayaz Shah

### **3. To review the completion of the first term syllabus.**

The Co-Ordinator of above committee Dr. Shakeb Ahmed informed the house about the completion of first term syllabus. He emphasized to arrange lectures as per the time table. He explained the importance of time table and its relevance with teacher's carrier. Following resolution was passed.

Resolution: It was resolved that strategic action be used and is hereby taken for teaching according to time table.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Prof. M. G. Pathan

#### **4. To encourage the staff members for minor research projects**

Principal R. P. Hiray briefed the house regarding Minor research project. He informed the house regarding the BCUD's and UGS's minor projects scheme. He instructed that all the staff members should apply for Minor research projects. On basis of discussion, following resolution was put forth.

Resolution: It was resolved that application for minor research project of all staff members be and is hereby made mandatory.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Dr. Ayaz Shah

As no other issues were raised by the any member, hence by the permission of the president and vote of thanks of Prof Shah Ayaz the meeting was declared over by the president.



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**AGENDA (MEETING NO. 03)    1<sup>st</sup> December 2013**

All the IQAC members are hereby informed that the third meeting of IQAC will be held on 15<sup>th</sup> December 2013 at 11:00 AM in Principal office. All are requested to remain present. The Principal R. P. Hiray will preside the meeting.

Following points will be discussed in the meeting.

- 1) To confirm the minutes of previous meeting.
- 2) To discuss about feedback form.
- 3) To discuss regarding seminars and conferences.
- 4) To encourage the staff members for publication of research paper and articles.
- 5) Any other issue with the permission of the president.

5. Chair person Prin. R. P. Hiray

## 6. Senior Teachers

- i. Prof. Hamdani Rizwana
- ii. Dr. Y. T. Pawar
- iii. Prof. S. D. Baviskar
- iv. Prof. Ansari Shagufta
- v. Prof. D. B. Kapadnis
- vi. Prof. M. G. Pathan

7. Members from Management Dr. B. S. Jagdale

8. One nominee from local society, Student and Alumni

- Ghulam Jeelani A.
- Abuzar Shawkat Ejaz
- Rashid Anjum Sk. Qamruddin

11. Two nominees from industry      Shri Ataurrahman Dange

Zakir Husain Md. Israil

## 12.Co-Ordinator

Prof. Dr. Shakeb Ahmed.

### 13.Administrative staff

Shri R. U. shaikh



### **PROCEEDING (MEETING NO. 3)**

As per agenda dated 1<sup>st</sup> December 2013 the third meeting of IQAC was held on 15<sup>th</sup> December 2013 at 11:00 AM in Principal's members attended the meeting.

1. Prin. R. P. Hiray
2. Prof. M. G. Pathan
3. Prof. Hamdani Rizwana
4. Dr. B. S. Jagdale
5. Ghulam Jeelani A.
6. Abuzar Showkat Ejaz
7. Shri Ataurrahman Dange
8. Prof. Dr. Shakeb Ahmed.
9. Shri R. U. shaikh

Following points were discussed in the meeting.

**1. To confirm the minutes of previous meeting.**

Prof. Ansari Shagufta read out the minutes of previous meeting. The proceeding was approved unanimously.

**2. To discuss about feedback form.**

IQAC chairperson principal R. P. Hiray briefed the report of formation of feedback forms under the guidance of UGC and already be distributed and filled by the students. Principal R. P. Hiray presented before the house about the complaints and queries as per the feedback forms.

Resolution: It was resolved that strategic action will be used and is hereby taken for teaching according to the complaints and queries as per the feedback forms.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Prof. M. G. Pathan

**3. To discuss regarding seminars and conferences.**

The Co-Ordinator of above committee Dr. Shakeb Ahmed informed the house about the two state level seminars. Members show their satisfaction over the activities.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Prof. Ansari Shagufta

**4. To encourage the staff members for publication of research paper and articles.**

Principal R. P. Hiray briefed the house regarding research paper publication. He informed the house regarding the importance of publication of research paper and articles. He instructed that all the staff members should publish papers in UGC recognized journals to increase their API, following resolution was put forth.

Resolution: It was resolved that research papers and articles of all staff members be and is hereby made mandatory for the publication in UGC recognized journals.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Dr. Ayaz Shah

As no other issues were raised by the any member, hence by the permission of the president and vote of thanks of Prof Shah Ayaz the meeting was declared over by the president.

  
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**AGENDA (MEETING NO. 04)    10<sup>th</sup> April 2013**

All the IQAC members are hereby informed that the third meeting of IQAC will be held on 15<sup>th</sup> April 2013 at 11:00 AM in Principal office. All are requested to remain present. The Principal R. P. Hiray will preside the meeting.

Following points will be discussed in the meeting.

- 1) To confirm the minutes of previous meeting.
- 2) To review working of various committees.
- 3) To analyse internal assessment other than term end exam.
- 4) To encourage the staff members for participation in National and international seminars.
- 5) Any other issue with the permission of the president.

## 9. Chair person

Prin. R. P. Hiray

## 10.Senior Teachers

- i. Prof. Hamdani Rizwana
- ii. Dr. Y. T. Pawar
- iii. Prof. S. D. Baviskar
- iv. Prof. Ansari Shagufta
- v. Prof. D. B. Kapadnis
- vi. Prof. M. G. Pathan

11.Members from Management Dr. B. S. Jagdale

12. One nominee from local society, Student and Alumni

- Ghulam Jeelani A.
- Abuzar Shawkat Ejaz
- Rashid Anjum Sk. Qamruddin

#### 14. Two nominees from industry

Shri Ataurrahman Dange

Zakir Husain Md. Israil

## 15.Co-Ordinator

Prof. Dr. Shakeb Ahmed.

## 16. Administrative staff

Shri R. U. shaikh

## **PROCEEDING (MEETING NO. 4)**

As per agenda dated 10<sup>th</sup> April 2013 the third meeting of IQAC was held on 15<sup>th</sup> April 2013 at 11:00 AM in Principal's members attended the meeting.

1. Prin. R. P. Hiray
2. Prof. M. G. Pathan
3. Prof. Hamdani Rizwana
4. Dr. B. S. Jagdale
5. Ghulam Jeelani A.
6. Abuzar Showkat Ejaz
7. Shri Ataurrahman Dange
8. Prof. Dr. Shakeb Ahmed.
9. Shri R. U. shaikh

Following points were discussed in the meeting.

### **1. To confirm the minutes of previous meeting.**

Prof. M. G. Pathan read out the minutes of previous meeting. The proceeding was approved unanimously.

### **2. To review working of various committees.**

IQAC chairperson Principal R. P. Hiray briefed the report before the house a report based on the functioning of various committees. Members participated in the discussion. They discussed on student welfare scheme, NSS, etc. On the basis of the discussion following resolution was put forth.

Resolution: It was resolved that comprehensive report be and is hereby presented in the monthly meeting by the chairman of the respective committee.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Prof. M. G. Pathan

**3. To analyse internal assessment other than term end exam.**

Prof. Rizwana Hamdani presented the report regarding internal assessment; she stated that we have been concentrating on the overall development of the student. The moral of the student role as a citizen, bad habits, etc. she also briefed house regarding the tutorials of different subjects. On the basis of the information provided, the house expressed its satisfaction.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Prof. Ansari Shagufta

**4. To encourage the staff members for participation in National and international seminars.**

Principal R. P. Hiray briefed the house regarding participation in National and international seminars. He informed the house regarding the importance of attending and publication of research paper and articles. He instructed that all the staff members should publish papers in UGC recognized journals to increase their API, following resolution was put forth.

Resolution: It was resolved all staff members will participate in National and international seminars. Be and is hereby made mandatory.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Dr. Ayaz Shah

As no other issues were raised by the any member, hence by the permission of the president and vote of thanks of Prof Shah Ayaz the meeting was declared over by the president.



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