

1<sup>st</sup> meeting of IQAC will be held on Thursday 24<sup>th</sup> August 2017

### **Agenda of the Meeting**

- 1) To welcome the new composition of the IQAC 2017 and its declaration.
- 2) To present the new format of NAAC among the members.
- 3) Criterion- wise Distribution of the work of NAAC.
- 4) To organise seminars for the students.
- 5) To organise National Level Seminars.
- 6) To motivate for the Minor-Major Research Projects.
- 7) To motivate staff members for attending and paper presentation in national and international conference and publication.
- 8) To introduce Soft Skill Development Programme.
- 9) To Provide E-Book Facility by the Library.
- 10) Any other..

### **Minutes of the IQAC Meeting**

As per the agenda dated 22/08/2017, the first meeting of Internal Quality Assurance Cell (IQAC) of the college was held on Thursday 24<sup>th</sup> August 2017 at 11:00am in Principal's office. Principal S.C. Hale presided over the meeting.

Following IQAC members attended the meeting.

<b>Name</b>	<b>Designation</b>
Prin. S.C. Hale	Chairman
Dr. Shakeb Ahmed	Member
Prof. A.D. Baviskar	Member
Dr. G. L. Shendge	Member
Dr. B.S. Jagdale	Trustee M.G. Vidyamandir (Management Representative)
Mrs. Aisah Saleem Gazyani	Alumni Member (Female Representative)
Mr. Gulam Geeelani	Alumni Member (Male Representative)
Dange Ataurrahman Md	Industrialist Representative
Prof. Hamdani Rizwana	IQAC Coordinator

Dr. Arif Anjum could not attend meeting as he has gone to attend Orientation Course at UGC-HRDC BAMU, Aurangabad.

Following points were discussed in the meeting.

### **Agenda 1:**

#### **To welcome and felicitate the new members.**

At the outset, Principal S.C. Hale welcomed and felicitated the newly appointed members of IQAC and gave a short personal account. He explained the nomination criteria and procedure. Prin. S.C. Hale informed about the establishment of IQAC in the college, its aims and objectives and working on it. He emphasized that college must broaden its horizon to make students competent for global challenges. The newly appointed members expressed their happiness over the nomination and assured that they will cooperate for the smooth functioning of the college.

### **Agenda 2:**

#### **To present new format of NAAC:**

Prof. Hamdani Rizwana presented new guidelines laid-down by NAAC and highlighted the changes in the revised format which is being adopted from July 2017. A copy of the same was circulated among the members. She requested them to study it in detail and prepare for the next meeting. Every member assured that they will be well prepared as per the new guidelines of NAAC.

### **Agenda 3:**

#### **Criteria-wise distribution of NAAC work:**

Prin. S.C. Hale declared that entire faculty should be divided into seven groups who will then work on seven criteria of the self-study report. A copy of the same should be given to the respective chairman. He also instructed the chairmen of different committees to go through the guidelines of the respective criteria and work accordingly. Members asked different questions and respected principal satisfied with his answers. Finally, on the basis of above discussion following resolution was put-forth.

It was resolved that previous four years records of different committees based on seven criteria be and is hereby arranged systematically and to be presented IQAC till December 2017.

The resolution was passed unanimously.

Proposed by Dr.Shakeb Ah.

Seconded by Dr.G.L.Shendge

Following is the list of seven criteria & name of the faculty members who will work on it.

1.Curricular Aspects: Prof. Ansari Shagufta Abdul Hafeez

2. Teaching- Learning and Evaluation :

Prof. Baviskar A.D

Prof.Dr.Shakeb Ah  
Prof. H.D.Narawade

3. Research, Innovations and Extension:

Dr.Arif Anjum Md Saeed Member  
Prof. Mubeen Ah.Nazeer Ah.

4. Infrastructure and Learning Resources:

Prof. Imran Ah. Naseem Ah.  
Prof.S.D.Jadhav (librarian)

5. Student Support and Progression:

Prof. Dr.Ansari Naseem Bano  
Prof. Bhaskar Suresh Khairnar

6. Governance, Leadership and Management:

Dr.G.L.Shendge

7. Institutional Values and Best Practices:

Prof.Ansari Md Ameen  
Prof. Ansari Ishtiyaque Ah.

**Agenda 4:**

**To organize seminars for the students:**

Prin. S.C. Hale suggested that dissemination of knowledge should be encouraged through seminars. He insisted department HOD's to organize seminars for students related to curriculum and relevant to current economic scenario. After thorough discussion following resolution was put-forth:

It was resolved that seminars for students be and is hereby organized by all the Departments in the first semester.

Proposed by : Prof. A.D. Baviskar

Seconded by : Dr. G.L. Shendge

**Agenda 5:**

**To motivate for major-minor research project:**

Prin. S.C. Hale mentioned the importance of major and minor research projects for enriching knowledge, enhancing competency and increasing API score. He happily announced that one major project of Dr. Arif Anjum is in final stage. Three minor research projects of our faculty members namely Dr. Arif Anjum, Dr. Shakeb Ahmed and Dr. Ansari Naseem are approved by UGC. On the basis of above information provided, following resolution was put-forth.

It was resolved that minor research project proposals be and is hereby submitted by every staff member to Research Committee.

Proposed by : Dr. Shakeb Ahmed  
Seconded by : Dr. G.L. Shendge

### **Agenda 6:**

#### **To organize workshop on ICT for faculty members:**

Dr. Shakeb Ahmed proposed that a workshop on ICT enabled teaching should be planned for faculty members which is essential for effective and attractive teaching learning process. The proposal accepted as;

(1) Orientation Programme, on “Use of ICT for effective teaching.”

(2) One-day workshop on “Tools of ICT.”

It was resolved that a workshop on ‘ICT’ be and is hereby conducted for the faculty members in the first term.

Proposed by : Dr. G.L. Shendge

Seconded by : Prof. Hamdani Rizwana

### **Agenda 7:**

#### **To register Alumni Association and enlarge its network:**

Alumni Association occupies important position in NAAC. Keeping view that we should have strong network of Alumni who can contribute largely to present an impressive image of our college. Principal S. C. Hale emphasized for registration of Alumni Association and to conduct the Alumni meeting. In order to enrich and ensure larger enrollment in the Alumni the house suggested that members may pursue out-going students to register in Alumni Association. The responsibility of Alumni Association is handed over to Dr. Ansari Naseem.

It was resolved that registration of Alumni Association, enlargement of its network be and is hereby completed. The report be submitted to the Principal within two months.

Proposed by : Dr. Shakeb Ahmed

Seconded by : Prof. A.D. Baviskar

### **Agenda 8:**

#### **To arrange study tours for students:**

In order to relate theory with practical knowledge and to enlarge the self employment horizon, Prin. S.C. Hale requested faculty members to organize study

tours for students under the UGC Development Programme. With discussion , it is decided unanimously that atleast one study tour should be organized in the first term.

It was resolved that the responsibility of the study tour be and is hereby given to Dr. Shakeb Ahmed and Prof. Hamdani Rizwana.

Proposed by : Prof. A.D. Baviskar

Seconded by : Dr. G. L. Shendge

### **Agenda 9 :**

#### **To focus on ICT based teaching:**

Dr. Shakeb Ahmed shared his valuable suggestion of ICT based teaching and requested all the staff-members to prepare power-point presentation of various topics based on syllabi and use the same for teaching purpose. The members discussed the topic and after a comprehensive discussion the following resolution was put-forth.

It was resolved that every staff member be and is hereby presented power point for teaching covering at least five topics.

Proposed by : Dr. Shakeb Ahmed

Seconded by : Prof. Hamdani Rizwana

### **Agenda 10 :**

#### **Feedback Questionnaire:**

The issue of feedback form was also taken up. Prin. S.C. Hale insisted that college must take feedback from students before the end of the academic year. The college should ensure confidentiality of the data and communicate the feedback results with due respect. The feedback should be used for the purpose of improvement. With this discussion previous feedback questionnaire was shown to every member for further clarity having a keen observation on feedback questionnaire, following resolution is put-forth.

It was resolved that feedback questionnaire be and is hereby finalised by Prof. Ansari Shagufta and Prof. Nilesh will create Google form of the same to filled by the students.

Proposed by : Prof. Hamdani Rizwana

Seconded by : Dr. Shakeb Ahmed

## **Agenda 11 :**

### **To introduce soft skill development programme:**

Prof. Hamdani emphasized the importance of soft skill development programme for students as a part of Skill India policy of Government. She informed the house that as we are aware that 85 to 90% of our students come from Urdu and Marathi medium having low income strata with poor educational background. Hence, an urgent need is to introduce 'soft skill development programme' as one of the steps

2<sup>nd</sup> IQAC meeting of our college is scheduled to be held on Saturday dated 14/10/2017

### **Agenda**

1. To confirm the minutes of the Last meeting of IQAC and to further initiate the process of setting parameters for various curricular, co-curricular , extra-curricular, administrative & research activities.

Sr.No.	Particulars	Chairman
1	Seminars for the students	Dr.Shakeb Ahmed, Prof.Ansari Shagufta, Prof. A.D.Baviskar,
2	Major/ Minor research project	Dr.Arif Anjum
3	Workshop on ICT for faculty members	Dr. Arif Anjum.
4	Alumni Association	Dr.Ansari Naseem
5	Study tour	Prof. Hamdani Rizwana.
6	ICT based teaching	Prof.Nilesh Chaudhari.
7	Feedback Questioner	Prof. Ansari Shagufta
8	Soft skill Development programme	Prof. Md.Ameen

2. To focus on ICT in teaching learning process.
3. To discuss about feedback procedure and its analysis from students, alumni, parents etc.
4. To encourage faculty members for the publication of books, chapters in the books with ISBN & attend & present papers in National and International Conferences.
5. To discuss about best practices for the year 2017-18
6. To strength evaluation process for academic upliftment of the students.
7. To conduct remedial classes for slow learners.
8. To review process of Alumni association.
9. To discuss about extension activities.
10. Any other points with the permission of the chair.

## Minutes of the Second IQAC Meeting

As per the agenda dated 07/10/2017, the second meeting of Internal Quality Assurance Cell (IQAC) of the college was held on Saturday 14<sup>th</sup> October 2017 at 11:00am in Principal's office. Principal S.C. Hale presided over the meeting.

Following IQAC members attended the meeting.

Name	Designation
Principal S.C. Hale	Chairman
Principal Dr. B.S. Jagdale	Trustee M.G.Vidyamandir (Management Representative)
Dr. Arif Anjum	Member
Dr. Shakeb Ahmed	Member
Prof. A.D. Baviskar	Member
Dr. G. L. Shendge	Member
Mr. Gazyani Ab Kareem	Student Representative (Male)
Ms. Shumaim Qaisar Hakeem	Student Representative (Female)
Mrs. Aisah Saleem Gazyani	Alumni Member (Female Rep)
Mr. Gulam Geelani	Alumni Member (Male Rep)
Dange Ataurrahman Md	Industrialist Representative
Prof. Hamdani Rizwana	IQAC Coordinator

Following points were discussed in the meeting.

### **Agenda 1: Confirmation of the minutes of first meeting.**

The minutes of last meeting of IQAC was read out by Prof. Hamdani Rizwana and confirmed unanimously.

### **Agenda 2: To focus on ICT in teaching learning process:**

In order to make teaching more effective Principal S. C. Hale emphasized to focus on the use of projector and power point presentation for teaching important topics of the syllabus. He also guided the faculty about different educational and android applications for teaching. Dr. Arif Anjum explained the use of android applications and its authenticity. He further insisted that modern teaching methods should be part of teaching and it should not only be an act but habit of all faculty members.

On the basis of the discussion following resolution was put forth.

It was resolved that modern teaching methods be and are hereby implemented in teaching learning process and the development report of every activity be presented in the house. The resolution was passed unanimously.

Propose by : Prof. Hamdani Rizwana

Seconded by : Dr. G. L. Shendge

**Agenda 3: To discuss about feedback procedure and its analysis from students, alumni, parents etc.:**

Principal S. C. Hale presented his view about the importance of feedback form that in order to analyze actual status of teaching-learning process and make further improvement in the system, feedback from all stake holders are necessary. He informed the house that in the first IQAC meeting in agenda 10, it was resolved to frame questionnaire for feedback from different stake-holders. He informed the house that the questionnaire for students', parents', employers' is framed by Prof. Hamdani Rizwana. After review from all faculty members Prof. Nilesh uploaded feedback forms on the college website. It is needed to fill the feedback forms online. On the basis of the discussion, following resolution was put forth.

It was resolved that the responsibility of feedback and its analysis be and is hereby allotted to Prof. Ansari Shagufta and Prof. Nilesh Choudhary. The resolution was passed unanimously.

Proposed by: Dr. Arif Anjum

Seconded by: Prof. Hamdani Rizwana.

**Agenda 4: To encourage faculty members for the publication of books, chapters in the books and to attend and present papers in National and International Seminars.**

Dr. Arif Anjum motivated all the faculty members for publication of books, chapters in the books and paper presentation in National and International Seminars. He explained the importance of publications for improvement in individual work and institutional excellence. He mentioned that a separate budget is prepared for this purpose. He further stated the relevance of API with research and development. Dr. Arif Anjum also presented the list of UGC approved journals and their significance. On the basis of the information and discussion following resolution was put forth.

Presentation of papers in various National and International Seminars and Conferences and Publications in UGC approved journals be and is hereby every faculty member.

Proposed by : Prof. Hamdani Rizwana

Seconded by: Dr. G. L. Shendge

**Agenda 5: Best practices of 2017-18:**

In order to enhance academic performance of faculty members Dr. Arif Anjum suggested for academic audit and administrative audit for non-teaching staff. Principal S.C. Hale enquired about academic and administrative audit. Dr. Arif

Anjum satisfied him by his illustrative answers. Almost each and every member of the house participated in the discussion actively and on the basis of discussion following resolution was put forth.

It was resolved that the process of Academic and Administrative Audit be and is hereby commenced and the report of it be submitted to the IQAC.

Proposed by: Prof. Hamdani Rizwana

Seconded by: Prof. A. D. Baviskar

**Agenda 6: To strengthen evaluation process for academic upliftment of the students:**

Evaluation is a reflection of teaching learning process. In order to improve the quality of the students, Dr. Shakeb Ahmed suggested two tests for Arts faculty, open book test for commerce faculty, unit test for Science faculty and online MCQ for selected subjects. Prof. Hamdani Rizwana proposed CAP for first term examination as per the guidelines of the SPP University. The House discussed in this matter. On the basis of discussion following resolution was put forth.

It was resolved that two tests in each term for Arts faculty and open book test for Commerce faculty and CAP for first term exam be and are hereby conducted and implemented by examination committee. The resolution was passed unanimously.

Proposed by : Dr. Arif Anjum

Seconded by: Prof. Hamdani Rizwana

**Agenda 7: To conduct remedial classes for slow learners:**

Prof. Hamdani Rizwana proposed remedial classes for slow learners in order to improve their academic performance. IQAC members also recognized the need of remedial classes, as students seeking admission in the college are from Urdu and Marathi medium, so they cannot cope up with English medium teaching learning process. Hence, remedial classes and English improvement classes are urgently required for the students. On the basis of the discussion following resolution was put forth.

It was resolved that the responsibility of remedial classes be and is hereby given to special departments and emphasis be and hereby given in English language skills.

Proposed by: Prof. Hamdani Rizwana

Seconded by: Prof. A. D. Baviskar

**Agenda 8: To review process of Alumni association:**

Dr. Ansari Naseem, presented the report of alumni association, its meeting and membership. She explained the difficulties arising for its registration. The house discussed on the matter and finally the registration process of Alumni is handed over to Dr. Arif Anjum and expected its early registration. The house also decided

that every faculty member shall register at least ten alumni members. On the basis of the discussion following resolution was put forth.

It was resolved that Alumni Association registration process be and is hereby completed on priority basis.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Prof. A.D. Baviskar

**Agenda 9 : Extension activities:**

Principal S.C. Hale emphasized the role of extension activities with reference to community services in order to create social responsibilities among the students and to develop sensitivity toward community issues which has positive influence in inculcating good values and commitment to society. With discussion many members suggested that extension activities like HIV awareness, Malaria awareness, TB awareness, Blood donation camp, importance of nutrition, health issues of female students should be conducted.

It was resolved that extension activities be and is hereby strengthen by the NSS and departments of our college.

Proposed by: Dr. Arif Anjum

Seconded by: Prof. Hamdani Rizwana

No other issue was raised.

The meeting ended with the vote of thanks to the Chair and members of IQAC.

3<sup>rd</sup> meeting of IQAC was held on Monday dated 15/01/2018

## Agenda

1. To confirm the minutes of the last meeting of IQAC .
2. To discuss about infrastructure development.
3. To discuss about energy efficient campus
4. Preparation and procedure of academic & Administrative Audit.
5. Creation of E-content Module.
6. To prepare execute summery.
7. Any other matter with the permission of the chair.

### AC 3<sup>rd</sup> Meeting - Proceeding

As per the notice and agenda dated 08/01/2018, the 3<sup>rd</sup> meeting of IQAC was held on Monday dated 15/01/2018 at 11:30am in FYB.Com Hall. Principal S. C. Hale presided over the meeting. Following IQAC members attended the meeting.

1. Principal Shivanand C Hale
2. Dr. B. S. Jagdale
3. Dr. Arif Anjum (V. Principal)
4. Dr. Shakeb Ahmed
5. Dr. G.L. Shendge
6. Prof. A.D. Baviskar
7. Shri. R U. Shaikh
8. Shri V. V. Sheghar
9. Prof. R A Khan
10. Ab. Kareem Saleem Ah Ghaziyani
11. Ghulam Geelani Ashfaque Ah.
12. Aisha Saleem Ah. Ghaziyani
13. Dange Ataurrahman
14. Prof. Hamdani Rizwana M.J.

Following points were discussed in the meeting.

**Agenda 1: Confirmation of the minutes of the 2<sup>nd</sup> meeting.**

The minutes of the 2<sup>nd</sup> meeting was read out by Prof. Hamdani Rizwan and confirmed unanimously.

**Agenda 2: To discuss about infrastructure development.**

Principal S.C. Hale briefed the house that the College purchased 24 new plastic chairs and 12 revolving chairs. A stores room is now renovated as NAAC room with new colour, curtain and furniture. Six computers are installed there with colour printer and internet connection.

Prof. Hamdani Rizwana expressed her thought regarding renovation of Economic Dept. and to purchase new chairs for staff room. Every member of the committee participated in the discussion and on the basis of the discussion following resolution was put-forth. It was resolved that basic infrastructure be and is hereby fulfilled on urgent basis.

The resolution was passed unanimously.

Proposed by ; Prof. Hamdani Rizwana

Seconded by : Dr. G. L. Shendge

**Agenda 3: Preparation and procedure of Administrative and Academic Audit.**

Principal S.C. Hale explained in detail expressed his view about the need and importance of Academic and Administrative Audit (AAA). He informed the house that SPP University made mandatory for the implementation of AAA. He further mentioned that Prof. Hamdani Rizwana has attended one-day workshop on AAA in MET, Bhujbal City Nasik. In the house, Prof. A.D. Baviskar raised question about its nature. Prof. H. Rizwana in detail explained the structure of AAA which is based on seven criteria of NAAC. Dr. Arif Anjum informed the house that the duty of AAA is assigned to Administrative Officer, Mr. Naveed Ahmed, and it will be carried out through the management.

On the basis of above information following resolution was put-forth.

It was resolved that the process of AAA be and is hereby speeded up and the report be presented in the next meeting.

The resolution was passed unanimously.

Proposed by : Dr. G. L. Shendge

Seconded by : Prof. A. D. Baviskar

4<sup>th</sup> meeting of IQAC is scheduled on Saturday dated 17<sup>th</sup> March 2018

All are requested to remain present.

The Agenda of the meeting is given below.

**Agenda:**

1. To read and confirm proceedings of the last meeting.
2. To discuss about Self- Study Report Preparation.
3. To review departmental and committee reports 2017-18.
4. Implementation of AAA.
5. To review personal file of staff members.
6. To review extension activities of 2017-18.
7. To review criterion-wise report.
8. To discuss Academic Calendar 2018-19 preparation.
9. To discuss about AQAR 2017-18 preparation.
10. To discuss measures taken to make campus eco-friendly.
11. To discuss about competitive examination coaching classes.
12. Any other point with the permission of the chair.

**IQAC 4<sup>th</sup> Meeting - Proceeding**

As per the notice and agenda dated 07 March 2018, the 4<sup>th</sup> meeting of IQAC was held on Saturday dated 17/03/2018 at 11:30am in FYB.Com Hall. Principal S. C. Hale presided over the meeting. Following IQAC members attended the meeting.

1. Prin. Shivanand C Hale.
2. Dr. B. S. Jagdale
3. Dr. Arif Anjum (V. Principal)
4. Dr. Shakeb Ahmed
5. Dr. G.L. Shendge
6. Prof. A.D. Baviskar
7. Shri. R.U. Shaikh
8. Shri B. V. Sheghar
9. Ab. Kareem Saleem Ah Ghaziyani
10. Shomaim Qaiser Hakeem
11. Ghulam Geelani Ashfaque Ah.
12. Aisha Saleem Ah. Ghaziyani
13. Dange Ataurrahman
14. Prof. Hamdani Rizwana M.J.

Following points were discussed in the meeting.

**Agenda 1: Confirmatin of the minutes of the 3<sup>rd</sup> meeting.**

The minutes of the 3<sup>rd</sup> meeting was read out by Prof. Hamdani Rizwan and confirmed unanimously.

**Agenda 2: To discuss about Self- Study Report Preparation.**

Dr. Arif Anjum is appointed by the Management as ‘NAAC Coordinator’. Dr. Arif Anjum informed the house that quantitative data collection is about to complete. Most of the documents and quantitative information required for SSR is written. He notified the house that due to modification in various forms, it is required to update and incorporate collected data accordingly. He emphasize that every staff member should review and analyse the SSR keenly and provide suggestions, if they feel changes in any criterion. He assured the house that SSR will be finalized soon and will be submitted in the month of June 2018.

It was resolved that SSR be and is hereby submitted to NAAC Bangaluru in the month of June 2018.

Proposed by : Dr. Arif Anjum

Secoded by : Dr. Shakeb Ah.

**Agenda 3: To review departmental and committee reports 2017-18.**

Dr. Arif Anjum (V.P.), Prof. Hamdani Rizwana (IQAC Coordinator) examined the departmental file which includes all the curricular activities like group discussion, seminar, and guest lectures, competitions, field visits, etc. its report and photos. Department of Commerce, Economics, English, Urdu/Persian, History, Politics/Geography and Science faculty presented their departmental files. In the same way committee chairmen presented their respective committee reports. To maintain resemblance and quick audit, minor suggestions like sequence arrangement and summary report were made to all departments HODs and committee Chairmen which they have to incorporate and finalize till 21 March 2018. Vice-Principal expressed his satisfaction on the completion of departmental and committee files. With reference to examination of all departmental and committee files the following resolution was passed.

It was resolved that every department and committee chairmen be and is hereby complete the queries by the end of March 2018 and get it verified from the NAAC coordinator.

Proposed by Dr. Arif Anjum

Secoded by Prof. Hamdani Rizwana

**Agenda 4: Implementation of AAA.**

Dr. Arif Anjum informed the house about the importance of AAA and further revealed that Administrative and Academic Audit is mandatory for all the colleges who are facing 3<sup>rd</sup> cycle of the NAAC. AAA form is already distributed among all staff-members and are requested to pay full attention while filling AAA form and submit it till 22<sup>nd</sup> March to Mr. Abrar. Dr. Arif Anjum

further informed the house that there will be two internal auditors and two external auditors who will examine AAA forms and the results will be posted on the College web-site. On the basis of above following resolution was put forth.

It was resolved that AAA form be and is hereby submitted to NAAC office till 22<sup>nd</sup> March 2018 and the results will be posted on the college web-site.

Proposed by : Dr. G.L. Shendge

Seconded by : Dr. Shakeb Ahmed

**Agenda 5: To review personal file of staff members.**

Dr. Arif Anjum (V.P.), Prof. Hamdani Rizwana (IQAC Coordinator) examined the Personal File of every faculty members which includes courses offered/taught, research publications, PPT, E-journals, N list, Departmental seminars, etc. Every staff member presented his/her file as per the index provided to them. After verification Dr. Arif Anjum expressed his satisfaction about the Personal File. At the end Dr. Arif Anjum requested to all the faculty members that they should update the file as and when addition to it occurred. On the basis of the above, following resolution was put-forth.

It was resolved that every staff members be and is hereby updated his/her personal file as and when addition takes place.

Proposed by : Prof. A.D. Baviskar

Seconded by : Prof. Hamdani Rizwana

**Agenda 6: To review extension activities of 2017-18.**

Certain extension activities has allotted to every staff members which they had to conduct. All the staff members completed their respective extension activity. Only 'Child labour survey' is going on and the report is expected to be finalized by the end of March 2018 to NAAC Coordinator verified all the extension activities of 2017-18 and on the basis of above following resolution was passed.

It was also resolved that Prof. A. D. Baviskar be and is hereby presented the summary report of extension activities.

Proposed by : Dr. Shakeb Ah

Seconded by : Dr. G.L. Shendge

**Agenda 7: To review criterion-wise report.**

Staff members raise several queries about criterion and how to write the report on it. Dr. Arif Anjum, NAAC Coordinator, addressed all the queries and satisfied all the staff members with

examples. Dr. Arif Anjum requested all staff members to submit criterion-wise report on or before 31 March 2018 to NAAC office.

**Agenda 8: To discuss Academic Calendar 2018-19 preparation.**

Principal S.C. Hale guided the house, how to prepare academic calendar for the next academic year. He advised the staff members to modify and upgrade departmental and committee activities and enhance previous activities to the next level. He also emphasize that faculty member/departments should cover seven criteria of SSR. On the basis of his guidelines following resolution was put-forth.

It was resolved that all departments HODs and committees Chairmen should submit their academic planning for the year 2018-19 till 31<sup>st</sup> March 2018. The resolution was passed unanimously.

Proposed by : Dr. Arif Anjum

Seconded by : Prof. Hamdani Rizwana

**Agenda 9: To discuss about AQAR 2017-18 preparation.**

Prof. Hamdani Rizwana (IQAC Coordinator) requested to all the faculty members to submit one copy of their respective departmental and committee reports that are needed to prepare AQAR 2017-18 till 25<sup>th</sup> March 2018. She also expressed here satisfaction over all the departmental and committee activities. She also thanked the staff members who extended all the cooperation needed for the achievement of Plan of Action chalked in the beginning of the year. On the basis of above following resolution was put-forth.

It was resolved that all the departmental and committee reports of 2017-18 be and is hereby submitted to IQAC Coordinator till 25<sup>th</sup> March 2018 so it will be easy to finalize AQAR 2017-18 at its earliest.

Proposed by : Dr. Arif Anjum

Seconded by : Dr. Shakeb Ah.

**Agenda 10: To discuss measures taken to make campus eco-friendly.**

House was informed that Geography department organized programmes like; Tobacco free camp, Plastic free camp and geography day. All these programmes were as a part to create awareness among students to make campus eco-friendly. Geography department started a 'No Vehicle Day' campaign, under which every Saturday has been observed as no vehicle day. The sole purpose of this campaign is to make campus and environment pollution free. Furthermore, LED bulbs are fixed in place of previously installed fluorescent tubes.

**Agenda 11: To discuss about competitive examination coaching classes.**

Prof. Hamdani Rizwana informed the house that NET/SET guidance classes for M.Com. students are conducted by the Career Guidance Cell for three months (January to March 2018). Report is prepared accordingly.

**Agenda 12: Any other point with the permission of the chair.**

As no other issue was raised. The meeting ended with vote of thanks to the chair and members of the IQAC.

**Shivanand C. Hale**