

## **IQAC 1st. Meeting Proceeding (2018-19)**

As per the agenda dated 31/07/2018, the First meeting of Internal Quality Assurance Cell (IQAC) of the college was held on Saturday 4<sup>th</sup> August 2018 at 11:00am in the FY BCom Hall. Principal S.C. Hale presided over the meeting. Following points were discussed.

### **Agenda 1: To welcome IQAC members.**

IQAC for the year 2018-19 was reconstituted with new members. Principal S C Hale welcomed all the members and expressed that IQAC will work and focus on quality enhancement activities of the college. Hon'ble Dr. B. S. Jagdale has been nominated as the management representative. Principal of the college also informed that Prof. Hamdani Rizwana will continue as an IQAC coordinator for 2018-19 also. All members expressed their happiness and congratulated to Prof. Hamdani Rizwana. Faculty HODs are nominated members of IQAC. Among stakeholders one alumni representative, one student representative and one industry expert are nominated as an IQAC members. The composition of IQAC FOR THE YEAR 2018-19 as follows:

<b>S.No.</b>	<b>Name of IQAC Member</b>	<b>Designation</b>
01	Prin. Shivanad C. Hale	Chairman
02	Dr. B.S. Jagdale	Management Representative
03	Dr. Arif Anjum	NAAC Co-coordinator
04	Dr. Shakeb Ahmed	Teacher Representative
05	Prof. A.D. Baviskar	Teacher Representative
06	Prof. Dr. Ansari Shagufta	Teacher Representative
07	Dr. Ansari Naseem	Teacher Representative
08	Prof. Ziyaurrehman	Teacher Representative
09	Shri R.U. Shaikh	A.O. / Office Representative
10	Shri Muzammil Barkati	A.O. / Office Representative
11	Ab. Kareem Saleem Ah. Gaziyani	Student Representative
12	Aisha Saleem Ah. Gaziyani	Alumni Representative
13	Md. Yaseen Najmulhuda	Local Society Representative

14	AtaurrahmanMohd.	IndustryRepresentative
15	Prof. HamdaniRizwana	IQAC Co-coordinator

**Agenda 2: To present admission of 2018-19.**

In the beginning, Vice Prin. of the College presented before the House the admission procedure adopted for the year 2018-19 which focused on time bound completion of admission as per University and Govt. rules and regulations. He then presented a consolidated report of admission for UG and PG classes. IQAC members expressed their satisfaction in first year classes. However, it was observed that admission in third year classes are less than Govt. quota due to poor results of the students. Therefore, it was felt that we should strive to achieve our usual admission level. The admission record for the year 2018-19 is as below.

Sr. No.	Class	Students
1	FYBA	126
2	FYBCOM	149
3	FYBSC	120
4	SYBA	85
5	SYBCOM	115
6	SYBSC	106
7	TYBA	65
8	TYBCOM	53
9	TYBSC	80
10	MCOM I	45
11	MCOM II	23

**Agenda 3: To analyze result of April 2018 examination.**

Chief Examination Officer, Dr. Shakeb Ahmed presented result of April 2018 given as under.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
T.Y.B.A.	62	0	4	12	8	54.84
T.Y.B.Com	56	5	17	8	2	57.14
T.Y.B.Sc.	37	0	2	0	0	0.054

M.Com II						
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It is observed that result of Commerce faculty is good; Arts faculty is satisfactory but weak of Science faculty. He emphasized that 2 tests in each term is made compulsory for all subjects and mark list is to be mailed in exam department. In addition tutorials, home assignments should also be given to students to improve result. He requested faculties to conduct remedial classes for weaker students.

**Agenda 4: To plan activities for the year 2018-19.**

Academic Plan for the year 2018-19 was presented by HODs of their respective department. Academic Planning covered all curricular activities (like seminars, guest lectures, field visits, industrial visits, group discussions, competitions etc.) Co-curricular and extracurricular activities. Head of the institution presented his views and suggestions. He advised that all the activities should be student centric and must be conducted as per schedule. This will create interest and motivate the students to learn regularly. Current and emerging trends must also be discussed during the class hours so that students are inspired to know more. Assignments should also be given to them. Students should be made to use library and internet very often.

**Agenda 5: To prepare academic calendar 2018-19.**

In the beginning of the term every faculty member planned about departmental and concerned committee activities. The same is presented to IQAC coordinator. The activities are incorporated in Academic Calendar 2018-19. Prof. Hamdani Rizwana informed the house that Academic Calendar for 2018-19 has been finalized and for a review it was presented before the house. The house expressed their happiness. She assured the house that all the activities will be conducted with time bound programme and reviewed at the end of monthly meeting of Academic Calendar. It was resolved that Academic Calendar activities be and is hereby reviewed during monthly meeting.

**Agenda 6: To present new format of AQAR.**

Prof. Hamdani Rizwana presented the new guidelines to be followed under revised format of AQAR which was introduced in November 2017. She informed the house that new format is based on seven criterion of SSR. She explained the content and

importance of each criterion and emphasized that on the basis of all these information; there would be Plan of Action and quality enhancement policies.

**Agenda 7: To present formation of various committees for year 2018-19.**

The Vice Principal of the College presented various committees, their chairman and members of the committee given as under;

Sr. No.	Name of the Chairman	Committee
	Dr Arif Anjum	NAAC
	Dr. Hamdani Rizwana	IQAC, Academic Calendar, Time Table, Teaching-Learning and Evaluation
	Dr. Shakeb Ahmed	Collaborations (MoU), Exam CEO
	Dr Ansari Naseem	ARC, Alumni, PTA
	Dr. Ansari Shagufta	Medical check-up, Student Grievances Cell, Women Development Cell
	Prof. A.D. Baviskar	NSS, Extension, Competitions
	Prof. Imran Ahmed	Anti ragging, Placement Cell, Competitive Exam Cell
	Prof. Mubeen Nazeer	Scholarship, UGC, IT and learning resources
	Dr. G.L. Shendge	SDO
	Prof. Bhaskar Khairnar	Sports
	Prof. H.D. Narwade	AISHE/NIRE/MIS
	Prof. Nilesh Choudhary	M.Com
	Prof. Md Ameen	Industrial Tour/Excursion
	Prof. Ishtiyaque	Skill Development

**Agenda 8: To introduce short term courses. Or certificate course.**

Faculties presented proposed plan for certificate courses 2018-19 to be conducted for students to enhance skill and employability. Certificate courses are:

- |                                  |                       |
|----------------------------------|-----------------------|
| 1) GST                           | Dept. of Commerce     |
| 2) E-banking                     | Dept. of Economic –   |
| 3) Urdu Journalism               | Dept. of Urdu/Persian |
| 4) Diary & Dairy Product Testing | Dept. of Chemistry    |
| 5) Medical lab Technician        | Dept. of Zoology      |
| 6) Environmental Studies         | Dept. of Zoology      |
| 7) Spoken English                | Dept. of English      |

Course coordinators also expressed the nature, scope and importance of the courses.

It was resolved that all the certificate courses be and hereby commenced in the second term.

Proposed by : Dr. Shakeb Ahmed

Seconded by : Prof. A.D. Baviskar

**Agenda 9: To discuss about Community College.**

Dr. Shakeb Ahmed announced that our College received permission for the continuation of Community College. It was announced that Dr. ArifAnjum will be the Nodal Officer for Community College. He further informed that under Community College Diploma course in computerized accounting and taxation will be introduced for two years. He mentioned that advertisement of the course is already done and admission process will be completed soon and Community College will commence from next month.

Every member expressed happiness over the permission of Community College and congratulated Principal S.C. Hale and Dr. ArifAnjum.

**Agenda 10: To discuss about ICT based teaching-learning process.**

In order to make teaching more effective Prin. S.C. Hale emphasized ICT based teaching. He explained the importance of ICT based teaching for students. Dr. ArifAnjum explained use of android applications and its authenticity. He insisted that teaching methods based on PPP should be part of teaching. He informed that the college has four LED projector and faculties may use any time for teaching and any other activity for students.

**Agenda 11: AQAR 2017-18 submission.**

IQAC coordinator stated that as per rule IQAC finalized AQAR for the year 2017-18. The hard copy is presented to members of IQAC, staff members and NAAC coordinator. With minor changes by NAAC coordinator Dr. ArifAnjum, AQAR 2017-18 was mailed for NAAC Bangalore on 31<sup>st</sup> July 2017. The same was uploaded to College website. IQAC coordinator also informed the house that agenda, minutes and action taken report has already been uploaded in the College website in the IQAC window. The House expressed their happiness and congratulated to Prof. HamdaniRizwana.

**Agenda 12: To discuss about Faculty Development Programme.**

NAAC Coordinator Dr. ArifAnjum suggested that at least 2 programmes of faculty development should be conducted in each term. With discussion, it was decided that as we are in the process of IIIrd cycle of Re-accreditation, so one workshop should be on Guidelines on NAAC Re-accreditation Process and another should be related to SWAYAM.

It was resolved that IQAC be and is hereby organize two workshops as mentioned above in the first term. For organization, Prof. Mubeen Ansari will cooperate and coordinate IQAC.

Proposed by : Dr. Shakeb Ahmed

Seconded by : Prof. A.D. Baviskar

**Agenda 13: Proper Documentation of various activities.**

IQAC co-ordinator Prof. HamdaniRizwana emphasized proper documentation of every activity. The report of any activity should cover notice, students' presenty record, certificate/letter, photoes, newspaper report etc. The particular report page should include title, objectives, practice, evidence of success. At the end of the year summary report of departments and committees with photos should be mailed to IQAC coordinator.

**Agenda 14: Any other matter with the permission of the Chair.**

No other matter was raised, the meeting ended with vote of thanks by IQAC coordinator Prof. HamdaniRizwana.

**Shivanand C. Hale**

## **IQAC 2<sup>th</sup> Meeting Proceeding (2018-19)**

As per the agenda dated 13/10/2018, the Second meeting of Internal Quality Assurance Cell (IQAC) of the college was held on Tuesday October 23<sup>rd</sup>2018 at 11:00 am in the FY BCom 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. Prof. A.D. Baviskar
6. Dr. Ansari shagufta
7. Dr. Ansari Naseem
8. Prof.Ziyaurrehman
9. Shri. R.U. Shaikh
- 10.Shri Muzammil Barkati
- 11.Ab. Kareem Saleem Ah Ghaziyani
- 12.Aisha Saleem Ah. Ghaziyani
- 13.Yaseen Najmulhuda
- 14.Dange Ataurrahman
- 15.Prof. Hamdani Rizwana M.J.

Following points were discussed.

### **Agenda 1: To read and confirm proceedings of the last meeting.**

The proceedings of the first meeting was read and confirmed.

### **Agenda 2: To discuss about industry sponsored project.**

Dr. Arif Anjum discussed about implementation of industry sponsored projects. He requested to faculties to take interest and consult to Malegaon Powerloom owners and make their mind to sponsor projects related to the problems of Malegaon Powerloom industry.

**Agenda 3: To discuss about students' research project.**

Dr. Hamdani Rizwana presented the importance of students' research projects. With discussion, it was finalized that Dr. Ansari Naseem will conduct a workshop under ARC on "Project Writing" for students who will write research projects. Further, it was decided that 5 students from each faculty will be selected for project writing. It was also discussed and agreed that students will be given facilities to use College computer, printer and internet facilities. They will also be given Rs 2000 for their other expenses. Dr. Ansari Naseem, Prof. Nilesh Choudary and Prof. Ziyaur Rahman will guide the Arts, Commerce and Science students respectively throughout their respective research works.

Proposed by : Dr. Arif Anjum

Seconded by : Dr. Shakeb Ahmed

**Agenda 4: To implement Students Satisfaction Survey.**

Prof. Hamdani Rizwana presented before the house the importance and nature of Students' Satisfaction Survey (SSS). With discussion, the responsibility of SSS was given to Prof. Mubeen Nazeer. The Chair asked him to prepare the SSS Questionnaire and implement it during the current academic year. It was also finalized that the questionnaire should be collected before the end of March 2019 and be presented in the IQAC meeting for analysis.

It was resolved that the responsibility of SSS be and is hereby given to Prof. Mubeen Nazeer.

Proposed by : Dr. Ansari Shagufta

Seconded by : Dr. Ansari Naseem

**Agenda 5: To discuss about Research Publication.**

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 revised list of UGC approved journals and their significance.



It was resolved that every faculty member be and is hereby presented papers in various National and International Seminars and Conferences and Publications in UGC approved journals.

Proposed by: Prof. Hamdani Rizwana

Seconded by: Dr. Shakeb Ahmed

**Agenda 6: To strengthen 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 it was decided that extension activities like Eye Check-up camp, Rubella virus awareness, Donation for community causes, tree plantation, etc.

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

Proposed by : Dr. Hamdani Rizwana

Seconded by: Prof. A.D. Baviskar

**Agenda 7: To discuss about E-content developed by teachers in SWAYAM and e-PG-Pathshala.**

Regarding E-content developed by teachers in SWAYAM, Dr. Arif Anjum informed the house that IQAC has already organized a workshop on 'SWAYAM' and every faculty members has created an account on it and it was requested all the faculties to complete one course on 'SWAYAM'. With discussion, it was resolved that one course on SWAYAM be and is hereby completed by each faculty.

Proposed by : Dr. Arif Anjum

Seconded by: Dr. Ansari Naseem

**Agenda 8: To discuss about students mentoring system.**

Prof. Hamdani Rizwana informed the house that student mentoring programme is prepared and every professor is given 1:10 ratio. However, there is no upper limit. Students will be judged on the basis of four criteria i.e. attendance, academic, career and others (includes physical, psychological, monetary, or any other matter). Faculties are requested to guide the students and prepare the records accordingly.

With discussion, it was resolved that on the basis of above a comprehensive report be and is hereby prepared by IQAC coordinator.

Proposed by : Prof. A.D. Baviskar

Seconded by: Prof. Hamdani Rizwana

**Agenda 9: Any other matter with the permission of the Chair.**

No other matter was raised, the meeting ended with vote of thanks by IQAC coordinator Prof. Hamdani Rizwana.

**Shivanand C. Hale**

Date: 31/12/2018

## NOTICE

(IQAC 3<sup>rd</sup> Meeting)

All the members of IQAC are hereby informed that 3<sup>rd</sup> meeting of IQAC will be held on Saturday 12<sup>th</sup> January 2019 at 03:30 pm in T.Y.B.Com class to discuss the following points. Principal S.C. Hale will preside over the meeting.

Following points will be discussed.

### **Agenda:**

- 1) To read and confirm the proceedings of the II<sup>nd</sup> Meeting.
- 2) To discuss implementation of feedback from students, parents, alumni and other stake holders.
- 3) To review career guidance activities.
- 4) To organize gender equity promotion programmes.
- 5) To conduct activities (support) from parent-teacher association.
- 6) To conduct environment consciousness activities.
- 7) To discuss about development programme for support staff.
- 8) To review initiatives to make the campus eco-friendly.
- 9) To discuss about two best practices.
- 10) To augment infrastructure of the campus.
- 11) Any other issue with the permission of the chair.

Shivanand C. Hale

## **IQAC 3<sup>th</sup> Meeting Proceeding (2018-19)**

As per agenda dated 31/12/2018, IQAC III meeting was held on Friday dated 11/01/2019 at 3:30 pm in FYB.Com Hall. Following IQAC members attended the meeting. 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. ArifAnjum (V. Principal)
4. Dr. Shakeb Ahmed
5. Prof. A.D. Baviskar
6. Dr. Ansari shagufta
7. Dr. Ansari Naseem
8. Prof.Ziyaurrehman
9. Shri. R.U. Shaikh
- 10.ShriMuzammilBarkati
- 11.Ab. Kareem Saleem Ah Ghaziyani
- 12.Aisha Saleem Ah. Ghaziyani
- 13.YaseenNajmulhuda
- 14.DangeAtaurrahman
- 15.Prof. HamdaniRizwana M.J.

Following points were discussed in the meeting.

### **Agenda 1: To read and confirm proceedings of the last meeting.**

The proceedings of the second meeting was read by Prof. HamdaniRizwana and confirmed unanimously.

### **Agenda 2: To discuss implementation of feedback from students, parents, alumni and other stake holders.**

Principal S. C. Hale presented his views about the importance of feedback forms 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 also reminded that college should communicate feedback results with due respect. The

issues of feedback were also taken-up by Dr. ArifAnjum. With discussion it was decided that the previous feedback forms will be used in this year, there will be changes only in students' feedback form. Alumni and parents' feedback forms will be given to Dr. Ansari Naseem and students' feedback will be collected and analyzed by Dr. Ansari Shagufta. Principal S.C. Hale insisted that college must take feedback before the end of academic year.

On the basis of above, it was resolved that feedback from students, parents, alumni be and is hereby collected and analyzed both online and offline by the end of academic year. The reports of the same will be given to IQAC.

Proposed by: Dr. ArifAnjum

Seconded by: Prof. HamdaniRizwana

### **Agenda 3: To review career guidance activities.**

Prof. Imran presented the report of career guidance activities i.e. personal counseling programme has already completed. News papers cuttings of carrier guidance are displayed in the notice board. He further informed that 15 days competitive examination coaching and NET/SET guidance classes will also be conducted. Career guidance lectures are conducted for career opportunities. Students are guided whenever they communicated about career queries. The placement cell coordinator tried to give full opportunity to students for setting their career goals. Placement Cell took active participation in MGV job fair. Offcampus job opportunities were also informed and guided the students and a number of students benefitted in this effort.

With discussion it was resolved that competitive exam coaching be and is hereby completed till the end of March 2019.

Proposed by : Dr. Shakeb Ahmed

Seconded by : Dr. Ansari Shagufta

### **Agenda 4: To organize gender equity promotion programmes.**

Dr. Ansari Shagufta is coordinator of Women Development Cell (WDC). The issue was discussed and Dr. Shagufta presented the vision and mission of WDC. She presented the vision of WDC i.e. to maintain strength and status of women. Objectives of WDC are to create awareness about problems of women, to promote general well being of female students and women staff of college and beneficiaries of the programme are college female students. She informed that WDC has already

conducted meetings and to achieve the objectives of WDC. A series of guest lectures will be organized on 17<sup>th</sup> and 19<sup>th</sup> January 2019. The proposed topics for promotion of gender equality programme are 1) Gender Sensitization 2) Women and health 3) Women Empowerment 4) Violence against Women 5) Rights of Women in India 6) Female feticide 7) Self-Employment for Girls 7) Women Fitness 8) Dietary habits of Women etc.

On the basis of above, following resolution was put forth.

It was resolved that gender equality programs be and hereby conducted by Dr. Ansar Shagufta with the help of Science Faculty teachers.. The reports will be submitted to IQAC coordinator.

Proposed by: Dr. Hamdani Rizwana

Seconded by: Dr. Arif Anjum

**Agenda 5: To conduct activities (support) from parent-teacher association.**

Dr. Arif Anjum suggested that a meeting of PTA should be conducted by Dr. Ansari Naseem and discuss with the parents about supportive activities for the benefit of the students should also be done. Parents should be motivated for supportive activities.

It was resolved that PTA meeting and supportive activities be and is hereby conducted by Dr. Ansari Naseem.

Proposed by : Dr. Arif Anjum

Seconded by : Prof. A. D. Baviskar

**Agenda 6: To conduct environment consciousness activities.**

Prof. Hamdani Rizwana focused the importance of environment consciousness for the students. She informed that under the banner of IQAC Population day, Geography day, Ozone Day, Poster Competition on Save Water, Tree plantation, save papers to save trees, Pledge ceremony for no use of plastics has already been done. IQAC will conduct guest lectures on “Swachh Bharat and Swachh Malegaon Abhiyan and Pollution and Health Hazards”. She informed the House that the aims of all the activities are to make the campus eco-friendly and environment consciousness. Awareness is created to maintain environment sustainability.

With discussion it was resolved that reports of all these activities be and hereby submitted to IQAC coordinator.

Proposed by : Dr. Arif Anjum

Seconded by :Pof. A.D.Baviskar

**Agenda 7: To discuss about development programmes to support staff.**

Dr. ArifAnjum informed the house that college provides many facilities to its faculties under the rules and regulations of SPPU like casual leave, medical leave, maternity leave, earn leave, MGV loan facility, reimbursement of registration fee for conference and seminars, etc. The College has set up an up-to-date record of Provident Fund of all permanent employees which they can use at emergency situation. College authorities coordinate to solve any query regarding Provident Fund. The College issues NOC for long term loans and ensures regular installment payments.

The house expressed its satisfaction over it.

**Agenda 8: To review initiatives to make the campus eco-friendly.**

Dr. ArifAnjum informed the house that the college has undertaken various steps to make the campus eco-friendly i.e. Use of LED bulbs, spitting and use of tobacco is strictly prohibited and for that instructions at various places are written. In addition Dept. of Geography conducted pledge ceremony like no use of plastic bags in campus and out of campus, cycle day, save papers to save trees, NSS unit has conducted college cleanliness Programmes etc.

With this information the following resolution was passed.

It was resolved that reports of above mentioned activities be presented to IQAC coordinator.

Proposed by: Dr. ArifAnjum

Seconded by: Dr. Ansari Naseem

**Agenda 9: To discuss about two best practices.**

Dr. ArifAnjum suggested YuvaMahitiDoot and 'Students Research Project'. Everybody in the House consented for these two best practices and anonymously deputed Prof. ZiyaurRahman to take necessary steps and submit its report to IQAC coordinator till the end of March 2019. On the basis of above it was resolved that Prof. ZiyaurRahman be and is hereby submitted best practices report till the March end 2019.

Proposed by: Dr. ArifAnjum

Seconded by: Prof. HamdaniRizwana

**Agenda 10: To augment infrastructure of the campus.**

Mr. Naveed Ansari, Administrative Officer, informed the house that with the kind support and permission of Management 2 new class rooms and a store room is constructed on the top floor of City College while a reading room beside library is under construction. Wash room and staircase are repaired and renovated.

In Municipal campus, CCTV, RO, Solar panel and rear gate is installed. At the same time chemistry lab, ladies staff room and a new class room is developed. Further, he informed the house that on the terrace of college building a class room of 50 student capacity and computer lab equipped with 25 computers and other peripheral development is in the process.

The house expressed their gratefulness towards the management, NAAC Coordinator (Dr. ArifAnjum) and Principal for all these infrastructure developments.

**Agenda 11: Any other matter with the permission of the Chair.**

No other matter was raised, the meeting ended with vote of thanks by IQAC coordinator Prof. HamdaniRizwana.

**Shivanand C. Hale**



## **IQAC 4<sup>th</sup> Meeting Proceeding (2018-19)**

As per the notice and agenda dated 25<sup>th</sup> February 2019, the 4<sup>th</sup> meeting of IQAC was held on Thursday dated 07/03/2019 at 3: pm in TYB.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. ArifAnjum (V. Principal)
4. Dr. Shakeb Ahmed
5. Prof. A.D. Baviskar
6. Dr. Ansari shagufta
7. Dr. Ansari Naseem
8. Prof.Ziyaurrehman
9. Shri. R.U. Shaikh
10. Shri Muzammil Barkati
11. Ab. Kareem Saleem Ah Ghaziyani
12. Aisha Saleem Ah. Ghaziyani
13. Yaseen Najmulhuda
14. Dange Ataurrahman
15. Prof. Hamdani Rizwana M.J.

Following points were discussed in the meeting.

### **Agenda 1: To read and confirm proceedings of the previous 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 readiness for NAAC**

Management has appointed Dr. ArifAnjum as 'NAAC Coordinator'. He informed the House that quantitative matrix is duly filled till the year 2017-18. Due to modifications in various formats, required quantitative index is modified. All the staff members have offered their maximum support with reference to quantitative matrix and supportive documents which are scanned. He informed the House that as per our previous plan, we uploaded IIQA as per the NAAC norms to NAAC Bangalore but there were queries of certain documents and Hon. Principal and Vice

Principal is trying to receive the necessary documents from the SPPU. As we receive the documents, we will again apply for IIQA. He mentioned that due to election and document deficiency we have withdrawn our IIQA. But in next academic year we will apply again. Finally, he informed the House that all our documentation is as per NAAC standard. The House expressed their satisfaction regarding NAAC preparation. On the basis of above, following resolution was passed.

It was resolved that IIQA be and is hereby submitted in the next academic year.

Proposed by : Prof. Hamdani Rizwana

Seconded by : Dr. Shakeb Ah.

### **Agenda 3: Criterion-wise distribution of work for AQAR 2018-19**

In order to prepare AQAR 2018-19 for in time submission , all the committee heads are given to prepare and present report as per new format of AQAR. Criterion 1 is given to those who implemented certificate course. Nodal Officer is requested to provide information regarding Community College and B.Voc. Criterion 2 is handed over to Prof. Hamdani Rizwana. Criterion 3 will be covered by Dr. Arif Anjum. Extension activities are given to Prof. A.D. Baviskar. Information regarding Alumni and Parents will be submitted by Dr. Ansari Naseem. Information with reference to feed- back and women equity programmes will provided by Dr. Ansari Shagufta. Reports of Student Progression, Support and Career Guidance and Placement Cell will be provided by Prof. Imran Ah. Details of Infrastructre will be provided by Mr. Ansari Naveed (A.O). SSS will be covered by Prof. Mubeen Nazeer. Remaining criteria will be covered by IQAC coordinator. It was also made clear that HOD's and committee heads will furnish information as and when required. On the basis of above, following resolution was put forth.

It was resolved that HODs and Committee Heads will furnish information to IQAC coordinator as and when required for the finalization of AQAR.

Proposed by: Dr. Arif Anjum

Seconded by: Dr. Ansari Shagufta

### **Agenda 4: To Implement AAA.**

Prof. Hamdani Rizwana explained the House about the importance of AAA and further reminded that as per the NAAC mandate, Administrative and Academic

Audit is mandatory for all the colleges who are facing 3<sup>rd</sup> cycle of the NAAC. She informed that AAA form is already prepared by Mr. Naveed Ansari (A.O.) based on new format of AQAR. She further informed the House that in previous year also, the college successfully implemented AAA. With discussion, following resolution was passed.

It was resolved that AAA be and is hereby implemented by Mr. Naveed Ansari and submit the report to IQAC coordinator till the end of April 2019 and the results will be posted on the college web-site.

Proposed by: Dr. Arif Anjum

Seconded by: Prof. Hamdani Rizwana

#### **Agenda 5: To review committee reports.**

Committee chairmen presented their respective committee reports to Dr. Arif Anjum. He keenly reviewed committee files of individual committee heads. To maintain resemblance and quick audit, minor suggestions like sequence arrangement and summary report were made compulsory to all committee chairmen whom they have to incorporate and finalize. All the committee chairmen were requested to mail summary report to IQAC coordinator. At the same time, Vice-Principal expressed his satisfaction on the completion of committee files. With reference to examination of all committee files, following resolution was put forth.

It was resolved that every committee chairmen be and is hereby completed the queries till 24<sup>th</sup> April 2019 and summary report to IQAC co-coordinator.

Proposed by: Prof. A. D. Baviskar

Seconded by: Prof. Hamdani Rizwana

#### **Agenda 6: To review departmental reports 2018-19.**

Dr. Arif Anjum (Vice Prin.) personally called Head of Departments and examined the departmental files which include curricular, co-curricular and extra-curricular activities like group discussions, seminars, and guest lectures, competitions, field visits extension activities etc. their reports and photos. Department of Commerce, Economics, English, Urdu/Persian, History, Politics/Geography and Science faculty presented their departmental files. While reviewing the files, Dr.

ArifAnjum suggested minor changes and requested to prepare summary report and mail to IQAC coordinator and Magazine Coordinator for the publication of Magazine.

With reference to examination of departmental files, following resolution was passed.

It was resolved that department heads be and is hereby completed the queries by the end of April 2019 and submit summary report to IQAC coordinator.

Proposed by: Prof. HamdaniRizwana

Seconded by: Dr. Ansari Shagufta

**Agenda 7: To conduct activities for promotion of Universal Values and Ethics.**

Prof. HamdaniRizwana informed the House that IQAC could not conduct activities for promotion of universal values and ethics. Dr. ArifAnjum suggested that till the end of academic year, IQAC will conduct guest lectures on the same topic. With discussion, following resolution was put forth.

It was resolved that guest lectures on Values and Ethics be and is hereby conducted till the end of academic year.

Proposed by : Dr. ArifAnjum

Seconded by : Dr. Shakeb Ahmed

**Agenda 8: To discuss Academic Calendar 2019-20.**

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 new format of AQAR. On the basis of his guidelines following resolution was put-forth.

It was resolved that all department HODs and committee Chairmen should submit their academic planning for the year 2019-20 till 25<sup>th</sup> April 2019. The resolution was passed unanimously.

Proposed by : Dr. ArifAnjum

Seconded by : Prof. HamdaniRizwana

**Agenda 9: Any other point with the permission of the chair.**

To update personl file & BCUD profile. Principal Shivanand Hale requested faculties to update personal files & BCUD profile on university web site.

**Agenda 10: 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.

**NOTE:** All the resolutions where discussed & conveyed with faculties during academic calendar meeting.

**Shivanand C. Hale**