

Date: 24 July 2019

## NOTICE (IQAC Meeting I)

All the members of IQAC are hereby informed that the Ist meeting of IQAC is scheduled on Tuesday dated 30th July 2019. at 3:00 p.m. at Staff room.

All are requested to remain present.

The Agenda of the meeting is given below.

### Agenda:

1. Reconstitution of IQAC.
2. To present formation of various committees for year 2019-20.
3. Result analysis and policies.
4. To organize seminar on CBCS pattern.
5. To conduct induction programme.
6. To organize Motivational lecture.
7. To review departmental and committee planning 2019-20.
8. To discuss Academic Calendar 2019-20.
9. To discuss about AQAR 2018-19 preparation.
10. To discuss and finalise Best Practices.
11. To discuss about training programme for Science faculty teachers.
12. To focus on ICT based teaching.
13. Any other point with the permission of the chair.



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

## IQAC Minutes (Meeting I )

As per the agenda dated 24/07/2019, the first meeting of International Quality Assurance Cell (IQAC) of the college was held on Saturday 10<sup>th</sup> August 2019 at 3:00pm in staff room. Principal S.C. Hale presided over the meeting.

Following points were discussed in the meeting

### **Agenda 1: Agenda: Reconstitution of IQAC**

In consultation with principal, vice-principal and NAAC coordinator, the members of the IQAC for the year 2019-20 were finalized as per new guidelines issued by the NAAC. Principal Dr. BS Jagdale is nominated by Management as Management Representative. The HOD's of all the departments including NAAC coordinator, office representatives, one alumni, one student, one industrial, one society representatives and IQAC coordinator constituted IQAC 2019-20. As per NAAC guidelines Prin. occupies the chairman of the IQAC.

Principal S.C. Hale welcomed all the members. He informed about the establishment of IQAC in the college, its aims, objectives and working on it. He emphasized that college must broaden its horizon to make students competent for global challenges. Teaching learning process should be student centric and evaluative based. College activities should cover seven criteria of the NAAC. The members assured that they will cooperate for the smooth functioning of the college.

The composition of IQAC for the year 2019-20 is as follows:

S.No.	Name of IQAC Member	Designation
01	Prin. Shivanad C. Hale	Chairman
02	Dr. B.S. Jagdale	Management Representative
03	Dr. ArifAnjum	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	ShriMuzammilBarkati	A.O. / Office Representative
11	Ab. Kareem Saleem Ah. Gaziyani	Student Representative
12	Aisha Saleem Ah. Gaziyani	Alumni Representative
13	Md. YaseenNajmulhuda	Local Society Representative
14	Ataurrahman Mohammad	Industry Representative
15	Prof. HamdaniRizwana	IQAC Co-coordinator

### **Agenda 2: To present formation of various committees for year 2018-19.**

In the beginning of the term, NAAC coordinator in consultation with Principal formulated various committees for the smooth functioning of the college. NAAC coordinator presented the list of committees and their coordinators. The responsibilities and working of the committees were discussed. It was decided that committees should frame their respective planning and stick to it. However, due to new appointments in teaching staff, committees were reshuffled in the month of August given as under.

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. Shakeb Ahmed – Commerce	Vice-Principal, CEO, Evaluation
2.	Dr. ArifAnjum – Commerce	NAAC Coordinator, Community / B.Voc Nodal Officer, MIS/AISHE/NIRF
3.	DrRizwanaHamdani – Economics	IQAC Coordinator, Academic Calendar, Time Table, NSS Officer2
4.	Dr. NaseemBano – Political Science	Women Development Cell, ARC
5.	Prof. ZareenNaz Md. Iqbal – English	Teacher Parents Association Career Counseling Cell
6.	Prof. Imran Ahmed – Commerce	NSS Officer-1, Extension Activities
7.	Prof. Shagufta Ansari – Urdu	Feedback, Medical Check-up
8.	Prof. PradnyaDeore - Librarian	Student Grievances Cell, Best Practices
9.	Prof. Mubeen Ansari – Urdu	SDO, UGC-RUSA-QIP
10.	Prof. Wagh – Hindi	IT and Learning Resources – MOOCs
11.	Prof. ParvezAkhtar – Zoology	
12.	Prof. ShaikhAlauddin – Maths	Remedial Classes, Competitive Exam Cell
13.	Prof. MahemoodurRahman– Geography	
14.	Dr. A. V. More – Commerce	Placement Cell, Students Satisfaction Survey
15.	Prof. Manish Deore – Physical Director	Sports, Anti Ragging, NSS Officer-3
16.	Prof. PradnyaDeore – Librarian	Library
17.	Prof. Bhaskar K – Hindi	Publicity and College Magazine, Scholarship
18.	Prof. Ishtiyaque Ahmed – Commerce	Skilled Development and Alumni
19.	Prof. FaizanAkhtar – Commerce M.Com.	Start-up and Innovation Cell Collaborations – MoUs

20.	Prof. SaadAamir – Economics	Value Added Courses, Scholarship
21.	Prof. NaeemAkhtar	Eco Friendly Campus

### **Agenda 3: Result analysis and policies:**

Chief Examination Officer, Dr. Shakeb Ahmed presented result of April 2018-19 given as under.

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I %	II %	III %	Pass %
T.Y.B.A.						
T.Y.B.Com						
T.Y.B.Sc.						
M.Com II						

He mentioned that as compared to previous year, our results of all faculties are improved especially science faculty. He further explained that to make further progress in results tutorials, home assignments would also be given to students and faculties will conduct remedial classes for weaker students.

On the basis of the above, following resolution is passed.

It was resolved that remedial classes for weak students be and is hereby conducted and report is to be submitted to IQAC.

Proposed by: Prof. HamdaniRizwana

Seconded by: Dr. Ansari Shagufta

### **Agenda 4: To organize seminar on CBCS pattern of examination.**

IQAC coordinator Prof. HamdaniRizwana informed the House that from this academic year SPPU has introduced new syllabus and choice based credit system of examination (CBCS) for the First Year Students. She further says that to make aware of the pattern of examination IQAC in collaboration of Exam Dept. will conduct seminar in the month of August for faculties and students, so it will be convenient for students and teachers to prepare accordingly and their queries will be solved. She finally expressed that separate guests for Arts, Commerce and Science faculties will guide to our students and faculties including Chief Examiner Officer. On the basis of above, following resolution is passed.

It was resolved that one day seminar on CBCS examination be and is hereby conducted in the third week of August 2019.

Proposed by: Dr. ArifAnjum

Seconded by: Dr. Shakeb Ah.

#### **Agenda 5: To conduct induction programme.**

Dr. ArifAnjum inform the house that UGC has issued new Deeksharambh-Student Induction Programme (SIP) with broader objectives like socialization of First Year students, association, governing and experiencing the campus, campus facilities, staff and senior students. He proposed to house that our College should also conduct one-day induction programme for First Year Arts, Commerce and Science students.

It was resolved that induction (orientation) programme be and hereby conducted in as soon as possible.

Proposed by : Dr. ArifAnjum

Seconded by : Prof. A.D. Baviskar

#### **Agenda 6: To review departmental and committee planning 2019-20.**

Head of the Departments and committee coordinators presented their first term planning to IQAC coordinator. The same was presented before the House. On few issues, a minor change was observed. 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. At the same time committee, it was advised that all committee activities to be completed as per schedule. Proper documentation is suggested by the Principal. Staff representatives assured for the fulfillment of all activities. On the basis of above discussion following was resolved.

It was resolved that all the academic and committee activities be and hereby conducted punctually with proper documentation.

Proposed by: Dr. ArifAnjum

Seconded by: Dr. Shakeb Ah.

#### **Agenda 7: To discuss about Academic Calendar 2019-20**

Head of the Departments prepare academic planning and committee coordinators prepare their respective committee planning. The same is presented to IQAC coordinator. The activities are incorporated in Academic Calendar 2019-20. Prof. HamdaniRizwana informed the house that Academic Calendar for 2019-20 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 conducted by vice principal. Dr. B. S. Jagdale presented the importance of academic calendar for SSR and AQAR and emphasized execution of the same as per the schedule. He informed that academic calendar is a blue print of the college. On the basis of above, following resolution was passed.

It was resolved that Academic Calendar activities be and is hereby reviewed during weekly meeting.

Proposed by: Dr. B. S. Jagdale

Seconded by: Dr. ArifAnjum

#### **Agenda 8: To discuss about AQAR 2018-19 completion and submission.**

IQAC coordinator stated that as per rule IQAC finalized AQAR for the year 2018-19. She informed the House that before vacation, she collected all the quantitative data from faculties and faculties presented their full cooperation. In vacation, AQAR 2018-19 is written except and few topics are remained due to queries. NAAC coordinator Dr. ArifAnjum solved the queries. The hard copy is presented to members of IQAC, staff members and NAAC coordinator. 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 11: To focus on ICT based teaching-learning process**

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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 requested all the staff-representatives to prepare power-point presentation of various topics based on syllabi and use the same for teaching purpose. He insisted that teaching methods based on PPT 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. 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 delivered lectures through power point once in a week.

Proposed by: Dr. Shakeb Ahmed

Seconded by: Prof. HamdaniRizwana



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Date: 27/09/2019

# NOTICE

(IQAC 2nd Meeting)

All the members of IQAC are hereby informed that 3rd meeting of IQAC will be held on Thursday 3<sup>rd</sup> October 2019 at 03:00 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 proceedings of the 1st meeting.
- 2) To strengthen Extension Activities.
- 3) To review initiatives to make the campus eco-friendly.
- 4) To conduct environment consciousness activities.
- 5) To conduct guest lecture on Intellectual Property Right.
- 6) To conduct Mentor Mentee Programme.
- 7) Any other matter with the permission of the Chair.



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## **IQAC 2nd Meeting Proceeding (2019-20)**

As per the agenda dated 1/10/2019, the Second meeting of Internal Quality Assurance Cell (IQAC) of the college was held on Thursday October 3rd 2019 at 3:00 pm in the TY 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. Shakeb Ahmed
4. Dr. ArifAnjum
5. Dr. Ansari Shagufta
6. Dr. Ansari Naseem
7. Prof. Rizwan Ah.
8. Shri. R.U. Shaikh
9. ShriMuzammilBarkati
10. Miss MahenoorGhaziyani
11. Miss Aisha Ghaziyani
12. YaseenNajmulhuda
13. DangeAtaurrahman
14. Prof. HamdaniRizwana 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 unanimously.

### **Agenda 2: 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. He also appreciated extension activity conducted by the faculties in previous year. Dr. Shakeb informed the House that many of our faculties conducted extension activities like Health check-up and nutrition lecture to slum women, lecture on food awareness, tree plantation, joy of giving, video & ppt lectures on community issues, stationary distribution etc. With discussion it was decided that reports of extension activities should be submitted to the coordinator of extension activities.

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

Proposed by: Prof. Hamdani Rizwana

Seconded by: Dr. Ansari Shagufta

### **Agenda3: To review initiatives to make the campus eco-friendly.**

Dr. Arif Anjum 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. 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. Shakeb Ah.

#### **Agenda4: To conduct environment consciousness activities.**

Prof. HamdaniRizwana focused the importance of environment consciousness for the students. She informed that under the banner of NSS tree plantation, cleanliness of village, city and road, MausamGirna river cleanliness programme, Prohibition of E- cigarette programme Water conservation and water Management programme is conducted. She informed the House that one of 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. ArifAnjum

Seconded by: Dr. Shakeb Ah.

#### **Agenda 5: To conduct guest lecture on Intellectual Property Right.**

Prof. HamdaniRizwana informed that Intellectual Property Right is one of the parts of the AQAR. Therefore it is necessary to arrange guest lectures on the said topic. Dr. ArifAnjum suggested that one lecture in TYBCom and one in MCom will be conducted in II term. On the basis of above following resolution was put- forth.

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It was resolved that two guest lectures on IPR be and is hereby conducted by Dr. ArifAnjum.

Proposed by: Dr. Ansari shagufta

Seconded by: Dr. Shakeb Ah.

## **Agenda 6: To conduct Mentor Mentee Programme.**

Prof. HamdaniRizwana informed the House that students coming in the college without any goal of life. Neither their parents nor students are aware of Moto of education. So in order to give them a direction in their educational life, to solve their educational and emotional problems and to motivate them, Mentor –Mentee Programme is essential and the faculties have already began the programme , details of the programme is discussed and the list is submitted to IQAC coordinator. The House expressed its satisfaction over it. On the basis of above, following resolution is put- forth.

It was resolved that Mentor- Mentee Report to be presented to the IQAC coordinator.

Proposed by: Prof. HamdaniRizwana

Seconded by: Dr. Ansari Shagufta

## **Agenda7: 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.

## IQAC Third Meeting Proceeding (2019-20)

As per the agenda dated 23/12/2019, the Third meeting of Internal Quality Assurance Cell (IQAC) of the college was held on Monday January 7th 2020 at 3:00 pm in the Staff Room. 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. Shakeb Ahmed
4. Dr. Arif Anjum
5. Dr. Ansari Shagufta
6. Dr. Ansari Naseem
7. Prof. Rizwan Ah.
8. Shri. R.U. Shaikh
9. Shri Muzammil Barkati
10. Miss Mahenoor Ghaziyani
11. Miss Aisha Ghaziyani
12. Yaseen Najmulhuda
13. Dange Ataurrahman
14. Prof. Hamdani Rizwana M.J.

Following points were discussed.

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

The proceedings of the second meeting was read out by Prof. Hamdani Rizwana and confirmed unanimously.

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

Dr. Arif Anjum (NAAC Coordinator) informed the house that with the kind support and permission of Management two new class rooms and a store room are constructed on the top floor of the College. While a reading room beside library is under construction.

The gallery of first floor of the College building is renovated. Further, he informed the house that on the terrace of backside College building a class room of 50 students' capacity and computer lab are constructed. Prof. Hamdani Rizwana expressed her thought regarding purchase of new chairs, table cloths, glass and tray set for Department of Economics. 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 demands of Department of Economics be and is hereby fulfilled on urgent basis.

The resolution was passed unanimously.

Proposed by: Dr. Arif Anjum Seconded by: Dr. Shakeb Ah.

### Agenda 3: Criteria-wise Distribution of Work.

Dr. Arif Anjum (NAAC coordinator) informed the House that the College has already submitted IIQA to NAAC Bangalore. But due to few queries we have withdrawn IIQA. Our SSR is on final stage. For in time completion of SSR and data collection he has distributed criteria wise work. The following chart shows criteria-wise distribution of work.

### Work Distribution for NAAC 3<sup>rd</sup> Cycle Assessment & Accreditation Process

Ceriteria and Convenerance	Key Indicators		Affiliated Colleges	Name of the Teacher	
<b>1. Curricular Aspects</b>	1.1	Curriculum Planning & Implementation	20	Dr. ShakebAhmed	Chariman
				Prof. Naeem	Member
	1.2	Acadmic Flexibility	30	Prof. Tasneem	Member
	1.3	Curriculum Enrichment	30	Prof. Hashmina	Member
				Prof. Shahbaz	Member
	1.4	Feedback System	20		
		<b>Total</b>	<b>100</b>		
<b>2. Teaching- Learning and Evaluation</b>	2.1	Student Enrolment And Profile	30	Prof. Mubeen Ansari	Chairman
				Prof. A. V. More	Secretary
	2.2	Catering to Student Diversity	50	Prof. Saad Aamir	Member
				Prof. Pravin Patil	Member
	2.3	Teaching-Learning Process	50	Prof. Mudassir (BSC)	Member
				Prof. Khalid Omair	Member
	2.4	Teacher Profile and Quality	80	Prof. Mahemood	Member
	2.5	Evaluation Process and Reforms	50		
	2.6	Students Performance and learning Outcomes	40		
	2.7	Student Satisfaction Survey	50		
		<b>Total</b>	<b>350</b>		
<b>3. Research</b>			10	Prof. Imran Ahmed	Chairman

<b>Innovations and Extension</b>	3.1	Resource Mobilization for Research		Prof. Allaudin Shaikh	Member
	3.2	Innovation Ecosystem	10	Prof. Jagdish Wagh	Member
				Prof. Affan	Member
	3.3	Research Publications and Awards	20		
	3.4	Extension Activities	60		
	3.5	Collaboration	20		
		<b>Total</b>	<b>120</b>		
<b>4. Infrastructure and Learning Resources</b>	4.1	Physical Facilities	30	Prof. Jadhav (Lib)	Chairman
				Prof. Naziya Sk.	Member
	4.2	Library as a Learning Resource	20	Prof. Rizwan Ah	Member
	4.3	IT Infrastructure	30		
	4.4	Maintenance of Campus Infrastructure	20		
		<b>Total</b>	<b>100</b>		
<b>5. Student Support and Progression</b>	<b>5.1</b>	<b>Student Support</b>	<b>50</b>	Prof. Naseem Bano	Chairman
	5.1.1	Average percentage of students benefited by scholarships and freeships provided by the government during the last five years	12	Prof. Rizwan Khan	Member
	5.1.2	Average percentage of students benefites by scholarships ,freeships,etc.provided by the institution besides government schemes during the last five years	12	Prof. Bhaskar Khairnar	Member
				Prof. Fauziya	Member
	5.1.3	Number of capability enhancement and development schemes	10	Prof. Mubashshera	Member
	5.1.4	Average percentage of students benefites by guidance for competitive examinations and career counseling offered by the institution during the last five years	10		
	5.1.5	Average percentage of students benefited by Vocational Education and Training (VET)during the last five years	5		

	5.1.6	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	1		
	<b>5.2</b>	<b>Student Progression</b>	<b>45</b>		
	5.2.1	Average percentage of placement of outgoing students during the last five years	20		
	5.2.2	Percentage of student progression to higher education (previous graduating batch)	20		
	5.2.3	Average percentage of students qualifying in state/national/international level examinations during the last five years	5		
	<b>5.3</b>	<b>Student Participation and Activities</b>	<b>25</b>		
	5.3.1	Number of awards /medals for outstanding performance in sports/cultural activities at national /international level (award for a team event should be counted as one)during the last five years	15		
	5.3.2	Presence of an active Student Council & representation of students on academic &administrative bodies/committees of the institution	5		
	5.3.3	Average number of sports and cultural activities /competitions organized at the institution level per year	5		
	<b>5.4</b>	<b>Alumni Engagement</b>	<b>10</b>	Prof. Ishtiyaque	Member
<b>6. Governance ,leadership Nd management Convener –</b>					
		<b>Total</b>	<b>130</b>		
	6.1	Institutional Vision and Leadership	10	Prof. Rizwana H.	Chairman
	6.2	Strategy Development and Deployment	10	Prof. Nazma Bano	Member
				Prof. Sana Parveen	Member



	6.3	Faculty Empowerment Strategies	30		
	6.4	Financial Management and Resource Mobilization	20		
	6.5	Internal Quality Assurance System	30		
		<b>Total</b>	<b>100</b>		
<b>7. Institutional Values and Best Practices</b>	7.1	<b>Institutional Values and Social Responsibilities</b>	<b>50</b>	Dr.. Shagufta Ansari	Chairman
	7.1.1	Gender Equity	10	Prof. Mukhtar Ahmed	Member
				Prof. Shaziya	Member
	7.1.2	Environmental Consciousness and Sustainability	10	Prof. Zarreen Ansari	Member

	7.1.3	Differently abled (Divyangian)friendliness	10		
	7.1.4	Inclusion and Situatedness	10		
	7.1.5	Human Values and Professional Ethics	10		
	7.2	Best Practices	30		
	7.3	Institutional Distinctiveness	20		
		<b>Total</b>	<b>100</b>		
		<b>Data Entry Team</b>			
		<b>Criteria 1</b>		Prof. Parvez Akhtar	
		<b>Criteria 2</b>		Prof. Parvez Akhtar	
		<b>Criteria 3</b>		Prof. Faizan Ahmed	
		<b>Criteria 4</b>		Prof. Faizan Ahmed	
		<b>Criteria 5</b>		Prof. Faizan Ahmed	
		<b>Criteria 6</b>		Mr. Junaid	
		<b>Criteria 7</b>		Mr. Junaid	

Dr. Arif Anjum presented information about the data collection and it's entry. The matter was discussed in detail and following resolution was put- forth.

It was resolved that data required for SSR be and is hereby supplied on urgent basis.

Proposed by: Principal Dr. B.S. Jagdale Seconded by: Prin. S.C. Hale

#### **Agenda4: To discuss about Annual Prize Distribution Programme.**

Principal of the College informed that in the month of February, the college will organize Sport Competitions and various cultural activities competitions. During the whole year, departments have conducted various curricular, co-curricular and extetion activities. Exam Department has also taken out three toppers from each subject. On the basis of all activities Annual Prize Distribution Programme will be held in the month of March.

It was resolved that Annual Prize Distribution Programme be and is hereby conducted in the month of March.

Proposed by: Dr. Arif Anjum Seconded by: Dr. Shakeb Ah.

**Agenda5: To discuss about Action Taken on feedback reports of 2018-19.**

Principal S. C. Hale presented his views 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 the College collects feedback every year. The responsibility is shouldered by Dr. Ansari Shagufta. He requested to Dr. Ansari Shagufta to present Action Taken on feedback report of 2018-19. She in detail presented the report and every member satisfied with this report.

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

It was resolved that analysis of feedback be presented and shared among faculties.

Poseropd by: Dr. Arif Anjum Seconded by: Dr. Shakeb Ah.

**Agenda6: To discuss about implementation of Feedback for the year 2019-20.**

Prin. S.C. Hale requested to Dr. Ansari Shagufta to distribute feedback to students. At the same time he requested Dr. Ansari Naseem to distribute feedback on the course to parents and alumni. He further expressed his views that in time completion will be helpful for analysis and further improvement in the system. The questionnaire of the feedback form was distributed to every member for review. On the basis of above following resolution was passed.

It was resolved that Dr. Ansari Shagufta be and is hereby implemented feedback programme.

Proposed by: Dr. Arif Anjum Seconded by: Dr. Hamdani Rizwana

**Agenda7: To conduct career guidance programme in junior colleges of Malegaon City.**

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Dr. Arif Anjum proposed that in order to strengthen extension activity every faculty will conduct career guidance programme in junior colleges of Malegaon city. He further mentioned that many of the junior college students do not have any career planning and do not know much about various courses. This activity will help the students about career planning. Every member took part in the discussion and on the basis of that, following resolution was passed

It was resolved that career guidance programme in junior colleges be and is hereby conducted by faculties and reports to be submitted to Prof. Imran.

Proposed by: Dr. Arif Anjum Seconded by: Dr. Ansari Shagufta

**Agenda 8: To discuss about second bestpractice of 2019-20.**

With reference to above mentioned topic, the House discussed in detail and finally Prin. of the College proposed that second best practice will be the Career Guidance Programmes in junior colleges of Malegaon City. With discussion, following resolution was passed.

It was resolved that Career Guidance Programmes of Junior Colleges be and is hereby declared second best practice.

Proposed by: Prof.. Hamdani Rizwana Seconded by: Dr. Ansari Naseem

**Agenda9: To conduct guest lecture on IPR and Professional Ethics.**

Dr. Arif Anjum explained the importance of IPR and Professional Ethics. He says that it is necessary that students should get aware of IPR and professional ethics before they enter in job market. With discussion, it was decided that Prof. Ishtiyaque will conduct guest lecture on Profesional Ethics and IPR in B.Voc and Community College students.

On the basis of above, following resolution was passed.

It was resolved that guest lectures on IPR and Professional Ethics be and is hereby conducted by Prof. Ishtiyaque.

Proposed by: Dr. Ansari shagufta Seconded by: Dr. Ansari Naseem

**Agenda10: To conduct Value Added Courses.**

Dr. Arif Anjum informed the house that College will conduct six value added courses. The coordinator of the programme is Prof. Saad Aamir. Courses will be completed during months of January and February. The duration of the course will be thirty hours. After the completion of the course, examination will be conducted and students will be given certificates.

The details of the course is given below and presented to before the House. The House expressed their satisfaction. On the basis of above, following resolution was put forth.

It was resoled that reports of six value added be and is hereby submitted to Prof. Saad Amir.

Proposed by: Dr. Ansari shagufta      Seconded by: Dr. Ansari Naseem

<b>SR . N O</b>	<b>COURSES NAME</b>	<b>DEPARTMEN T</b>	<b>COORDINATO R</b>
1	CERTIFICATE COURSE IN E- BANKING	DEPT. OF ECONOMICS	PROF. SAAD AAMIR
2	CERTIFICATE COURSE IN SPOKEN ENGLISH	DEPT. OF ENGLISH	PROF. ZARREEN
3	CERTIFICATE COURSE IN JOURNALISM	DEPT. OF URDU	PROF. MUBEEN
4	CERTIFICATE COURSE IN GST	DEPT. OF COMMERCE	PROF. FAIZAN
5	CERTIFICATE COURSE IN CHEMICAL LABORATORY SAFTY	DEPT. OF CHEMISTRY	PROF. MUDASSIR RAHEMANI
6	CERTIFICATE COURSE IN FOOD PRESERVATIO N	DEPT. BOTANY	PROF SK. NAZIYA

**Agenda11: Any other matter with the permission of the chair.** Page 21 of

As no other matter was raised, At the end, IQAC Coordinator assured the House that all the resolutions will be conveyed to the faculties at weekly meeting. the meeting declared ended with vote of thanks by Prof. Hamdani Rizwana.

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

## **IQAC Minutes (Meeting IV)**

As per the notice and agenda dated 2/03/2020, the 4th meeting of IQAC was held on Monday dated 09/03/2020 at 3:30pm 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. Shakeb Ahmed
4. Dr. ArifAnjum
5. Dr. Ansari Shagufta
6. Dr. Ansari Naseem
7. Prof. Rizwan Ah.
8. Shri. R.U. Shaikh
9. ShriMuzammilBarkati
10. Miss MahenoorGhaziyani
11. Miss Aisha Ghaziyani
12. YaseenNajmulhuda
13. DangeAtaurrahman
14. Prof. HamdaniRizwana M.J.

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

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

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

Dr. ArifAnjum, NAAC Coordinator, informed the house that quantitative data has been collected and compiled as per the revised forms and requirement of SSR writing. Initial SSR is ready and is reviewing. Draft SSR will be issued to staff members for their review and suggestions. He assured the House that SSR will be finalized as soon as possible and will be submitted in the month of June 2020.

It was resolved that SSR be and is hereby submitted to NAAC Bangaluru in the month of June 2020.

Proposed by: Dr. ArifAnjum

Seconded by: Dr. Shakeb Ah.

**Agenda 3: To Review Departmental and Committee Reports 2019-20.**

Dr. Shakeeb Ahmed (V.P.), Prof. HamdaniRizwana (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, suggestions were made wherever required and revised reports to be finalized and checked by NAAC coordinator prior to final submission on or before 31 March 2020.

It was resolved that departmental and committee reports be and hereby finalized and submitted to NAAC coordinator and upload the same to website <http://gdabcollege.in/mis.html>.

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Proposed by: Dr. ArifAnjum

Seconded by: Prof. HamdaniRizwana

**Agenda 4: To Review Criterion-Wise Report.**

Draft Criterion-Wise Reports submitted to NAAC coordinator for his review and suggestion. There were small queries which were addressed by Dr. ArifAnjum. It was

resolved that final reports be and is hereby submitted to NAAC office on or before 31<sup>st</sup> March 2020.

Proposed by: Dr. Arif Anjum

Seconded by: Dr. Shakeb Ahmed

#### **Agenda 5: To Discuss Academic Calendar 2019-20 finalization.**

Dr. Arif Anjum guided all the committee chairmen and HOD's for submission of their reports which will be included in academic calendar as per the requirement of NAAC and assured his cooperation for preparing the reports. The same should be submitted to IQAC coordinator.

It was resolved that all departments HODs and committees Chairmen be and hereby submitted to IQAC coordinator on or before 15<sup>th</sup> April 2020. The resolution was passed unanimously.

Proposed by: Dr. Arif Anjum

Seconded by: Prof. Hamdani Rizwana

#### **Agenda 6: To Discuss about AQAR 2018-19 submission.**

IQAC coordinator stated that as per rule IQAC finalized AQAR for the year 2018-19 is finalized and. She informed the House that before vacation, she collected all the quantitative data from faculties and faculties presented their full cooperation. In vacation, AQAR 2018-19 is written except and few topics are remained due to queries. NAAC coordinator Dr. Arif Anjum solved the queries. The hard copy is presented to members of IQAC, staff members and NAAC coordinator. IQAC coordinator also informed the house that agenda, minutes and action taken report, Annual Report have already been mailed to NAAC coordinator to upload the same in the College website in the IQAC window. At last Dr. Arif Anjum assured the House that till the end of March 2020, the AQAR of 2018-19 will be submitted to NAAC. The House expressed their happiness and congratulated to Prof. Hamdani Rizwana.

With discussion, it was resolved that AQAR be and is hereby submitted to NAAC in the month of April 2020.

Proposed by: Dr. Arif Anjum

Seconded by: Dr. Shakeb Ah



**Agenda 7: To Discuss about readiness for NAAC.**

Based on the discussions on the issues of SSR, AQAR, Departmental Reports, Criterion-wise Reports, etc. Principal S.C. Hale concluded that our College would be ready to face re-accreditation in the first quarter of next academic year. He encouraged all members to meet the deadlines to complete the work assigned to them. He informed the House that our NAAC Coordinator is working hard to complete the task before the time. He also opened his doors for any assistance required to achieve the target with the date.

**Agenda 8: 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 staff.



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