

MEETING NO. I

1st meeting of IQAC will be held on Thursday 10th August 2016

All the IQAC members are hereby informed that the first meeting of IQAC will be held on 10th August 2016 at 11:00 am in principal office. The Principal S. C. Hale will be preside the meeting.

Agenda of the Meeting

- 1) Declaration of IQAC and felicitation of members.
- 2) To discuss on the submission of AQAR
- 3) To discuss above academic calendar
- 4) Discussion on Teaching Plan, Daily Diary etc.
- 5) Formation of various committees.
- 6) Discussion on MRP participation in seminars and conferences.
- 7) Any other issues with prior permission of president.

Minutes of the IQAC Meeting

As per the agenda dated 22/07/2016, the first meeting of Internal Quality Assurance Cell (IQAC) of the college was held on Thursday 10th August 2016 at 11:00am in Principal's office. Principal S.C. Hale presided over the meeting.

Following IQAC members attended the meeting.

Designation	Name
Chairperson	Principal S. C. Hale
Administrative Officers	1) Shri. B. V. Shegar 2) Shri R. U Shaikh
Senior Teachers	1) Prof. M. G. Pathan 2) Prof. Rizwana Hamdani 3) Dr. Shah Ayaz 4) Prof. A. D. Baviskar 5) Dr. Shakeb Ahmed
Members from Management	Dr. B. S. Jagdale
One Nominee From Local Society, Student and Alumni	1) Ghulam Geelani 2) Abuzar Shawkat Ejaz 3) Rashid Akhtar M. Ah.
One Nominee from Industry	Shri Ataurrahman Dange
Coordinator	Prof. D. B. kapadnis

Following points were discussed in the meeting.

1) Declaration of IQAC and Felicitation of Members:

As it was the first meeting of IQAC. Principal S. C. Hale explained the concept of IQAC. He declared the names of newly nominated members of IQAC who were nominated as per the guidelines of UGC. The Principal welcomed and felicitated all the members. The members expressed happiness over their nominations.

2) To Discuss on The Submission of AQAR 2015-16:

Principal S. C. Hale briefed the house about submission of AQAR for the year 2015-16. He stated that AQAR should be submitted up to September 2016.

It was resolved that necessary steps be and is hereby taken for submission of AQAR. Proposed by: Prof. D. B. Kapadnis Seconded by: Dr. Shakeb Ahmed.

3) To Discuss About Academic Calender 2016-17:

The Coordination of IQAC Prof. D. B. Kapadnis briefed the house about academic calendar . He stated that the committee was already formed for academic calendar. Prof. Hamdani Rizwana represented the committee and out the academic calendar before the house. The members went through the calendar after fruitful discussion following resolution was passed.

It was resolved that proper planning be and is hereby made to implement the academic calendar and to run the college as per the schedule of calendar.

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

4) Discussion on Teaching Plan Daily Diary:

The Coordination of above committee Prof. Shagufta Ansari informed the house about the teaching plan daily diary etc. She emphasized to arrange lectures as per the teaching plan. She explained the importance of daily diary and its relevance with teachers carrier on the basis of information provided following resolution was passed.

It was resolved that strategic actions be and is hereby taken for teaching plan and frequent feedback be and is hereby taken for teaching Plan and frequent feedback be and is hereby taken for daily diary.

Proposed by: Prof Shagufta Ansari Seconded by: prof. MG Pathan

5) Formation of various committies:

Principal Sc. Hale briefed the house about formation of various committies for smooth functioning of the college. He emphasized that the committies should be formed or the basis of guidance provided by UGC and university.

Following resolution was passed

it was resolved that the committee be and is hereby formed as per the godliness experienced and enthusiastic professor be and is hereby nominated as the chairman.

6) Discuusion on MRP. Participation in seminar and conferences:

The principal brief that every teacher should apply for major and minor research project He insisted to attend the seminars and conference. He gave detailed analysis of API and its relevance to conferences and seminars on the basis of discussion following resolution was passed unanimously.

It was resolved that paper presentation in seminar and conferences be and is hereby made mandatory. All the professors be and hereby applied for UGC and BCUD.

Proposed by Dr. Arif Anjum

Seconded by Prof. Rizwana Hamdani

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



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MEETING NO.II

All the IQAC members are hereby informed that the second meeting of IQAC will be held on 15th Oct 2016 at 11:00 am in principal office. All are requested to remain present. The Principal S. C. Hale will be preside the meeting.

Agenda of the Meeting

- 1) Confirmation of minutes of previous meeting.
- 2) To discuss about AQAR of 2015-16
- 3) to review of working of various committees.
- 4) To discuss about feedback form.
- 5) To review the completion of syllabus of syllabus of first term.
- 6) To analyse about the state level seminar conducted 28th ,29th September 2016.
- 7) To encourage the staff member for attending National and International seminars.
- 8) To encourage the staff member for minor research project.
- 9) Any other issue with the permission of the chairman.

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Senior Teachers	1) Prof. M. G. Pathan 2) Prof. Rizwana Hamdani 3) Dr. Shah Ayaz 4) Prof. A. D. Baviskar 5) Dr. Shakeb Ahmed
Members from Management	Dr. B. S. Jagdale
One Nominee From Local Society, Student and Alumni	1) Ghulam Geelani 2) Abuzar Shawkat Ejaz 3) Rashid Akhtar M. Ah.
One Nominee from Industry	Shri Ataurrahman Dange
Coordinator	Prof. D. B. kapadnis

Proceeding (Meeting No II)

As per the agenda dated 01 Oct 2016 .

The second IQAC meeting was held on 15th Oct 2016 at 11:00 Sharp in Principal office. Principal Sc. Hale sir Presided over the meeting following point were discussed in the meeting.

1) Confirmation of minutes of previous meeting:

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

2) Submission of AQAR:

The IQAC Coordinator Prof. Db. Kapadnis briefed the house that AQAR for 2015-16 is read and will be submitted to the NAAC office Bangalore soon. As it was discussed in the previous meeting hence the chairman and the members appreciated the work.

3) Discussion about curricular and co- curricular activities:

Principal Sc. Hale informed the house about curricular and Co-curricular activities. He presented the syllabus completion report before the house and updates the house regarding Ist term examination. Then he explained different co-curricular activities, during the discussion it was found that no tour was arranged in Ist term. The member also discussed regarding improvement of English language of students on the basis of discussion following resolution put forth.

Resolution: It was resolved that educational tours visit, Excursion be and hereby arranged in the second term and English improvement classes be and is hereby started. The resolution was passed unanimously.

Proposed by : Prof. Rizwana Hamdani

Seconded by :Prof. AD. Baviskar

4) To review the working of various committees:

As per the resolution passed in the previous meeting. The Principal SC. Hale presented a report of formation of various committees He briefed the hose that vice principal was assigned the responsibility to supervise all the committees vice principal Dr, Arif Anjum , briefed the house regarding review of various committees almost of the members of IQAC participated actively in the discussion and finally following resolution put forth.

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

The resolution was passed unanimously

Proposed by: Prof. Dr. Shakeb Ahmed

Seconded By: Dr. Shah Ayaz

5) Discussion about feedback form :

Principal Sc. Hale informed the house regarding teacher appraised and evolution. He explained the importance of feedback form. He emphasized on feedback form for smooth functioning of college and for good and healthy teaching and learning process. Following resolution was passed on the basis of information provided.

Resolution:

It was resolved that a comprehensive feedback be and it held by distributed among all the students. Serious steps and measures be and is hereby taken on it's finding. The resolution was passed unanimously.

Proposed by: Prof. DB Kapadnis

Seconded By: Prof. Dr. Shakeb Ahmed

6) Completion of syllabus of first term:

As it was already discussed in point no.03 so the point was left over.

7) Analysis of State level seminar conducted on 28th and 29th Sept. 2016.

Prof. DB. Kapadnis the IQAC co-ordinator for the seminar briefed the house about the state level seminar Dr. Shakeb Ahmed Discussed about the participation. The principal showed his concern over the scarcity of participants in state level seminar on the basis of discussion following resolution was put forth.

Resolution:

It was resolved that National or State level seminar with publication be and is hereby organized next year.

Proposed by: Prof. Rizwana Hamdani

Seconded by Prof. Shah Ayaz

8) Regarding Teachers participation in National and International Seminars:

Principal Sc. Hale briefed the house regarding participation of staff members in seminar and conferences and its relevance with API. But the house expressed his concern over the participation and publication in National and International conferences and seminars. On the basis of the discussion following resolution was put forth.

Resolution:

It was resolved that participation and publication in National and International seminars / Conferences be and is hereby encouraged at least one seminar or conference be and is hereby participated by each and every staff members.

The resolution was passed unanimously.

Proposed by: Prof. MG. Pathan

Seconded by: Prof. AD. Baviskar

9) Regarding Minor research project:

Principal Sc. Hale briefed the house regarding minor research project . He informed the house regarding the BCUD's and UGS's Minor projects Scheme.He instructed that all the staff member should apply for minor research project. On basis of discussion following resolution was put forth.

Resolution:

It was resolved that application for minor research project of all the staff member be and is hereby made mandatory.

The resolution was passed unanimously.

Proposed by: Dr. Shakeb Ahmed

Seconded By :Dr Shah Ayaz

As no other points were raised by any member. With the vote of thanks of Dr. Shakeb. The meeting was declared as over by the president.



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(MEETING NO III)

All the members of IQAC are hereby informed that the third meeting of IQAC is going to be held on Thursday 15 December 2016 at 11:00AM in principal office. All are requested to remain present. The principal Sc. Hale will preside over the meeting.

Agenda of the Meeting

Following points will be discussed in the meeting.

- 1) Confirmation of minutes of previous meeting.
- 2) To discuss the enhancement of use of ICT in teaching learning process.
- 3) To discuss regarding career guidance and placement cell.
- 4) To discuss regarding Alumni and its registration.
- 5) To discuss regarding seminar and conferences.
- 6) To discuss regarding research paper and articles.
- 7) Review of extension activities.
- 8) Any other issue with the permission of the chairman.

Designation	Name
Chairperson	Principal S. C. Hale
Administrative Officers	1) Shri. B. V. Shegar 2) Shri R. U Shaikh
Senior Teachers	1) Prof. M. G. Pathan 2) Prof. Rizwana Hamdani 3) Dr. Shah Ayaz 4) Prof. A. D. Baviskar 5) Dr. Shakeb Ahmed
Members from Management	Dr. B. S. Jagdale
One Nominee From Local Society, Student and Alumni	1) Ghulam Geelani 2) Abuzar Shawkat Ejaz 3) Rashid Akhtar M. Ah.
One Nominee from Industry	Shri Ataurrahman Dange
Coordinator	Prof. D. B. kapadnis

PROCEEDING (MEETING NO. III)

As per the agenda dated 01 Dec. 2016 the third meeting of Iqac was held on 15 Dec. 2016 at 11:00Am. Sharp in the principal office. The principal Sc. Hale presided over the meeting.

Following members were present in meeting.

Designation	Name
Chairperson	Principal S. C. Hale
Administrative Officers	1) Shri. B. V. Shegar 2) Shri R. U Shaikh
Senior Teachers	1) Prof. M. G. Pathan 2) Prof. Rizwana Hamdani 3) Dr. Shah Ayaz 4) Prof. A. D. Baviskar 5) Dr. Shakeb Ahmed
Members from Management	Dr. B. S. Jagdale
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One Nominee from Industry	Shri Ataurrahman Dange
Coordinator	Prof. D. B. kapadnis

Following points were discussed in the meeting.

1) Confirmation of minutes of previous meeting:

Prof. Dr. Arif Anjum read out the minutes of previous meeting. The proceeding was confirmed unanimously.

2) Discussion on enhancement of use of ICT in teaching learning process.

The principal Sc. Hale informed the house about importance of ICT in teaching learning process. He emphasized the optimum use of ICT. Almost all the members participated in the discussion on many of them presented PPT of their respective subject Dr. B.S Jagdale appreciated the attempt and expressed happiness. On the basis thi discussion following resolution was put forth.

Resolution:

It was resolved that each and every staff member be and hereby at least 5 PPT slides of each subject and these PPT be and is here by utilized.

The resolution was passed unanimously.

proposed by: Vice preincipal Dr. Arif Anjum

Seconded by: Dr. Shakeb Ahmed

3) Discussion on Carrier Guidance and Placement Cell:

Prof. Dr. Arif Anjum vice principal briefed the house that carrier guidance committee is already formed under the chairmanship of Prof. Imran Ahmed The house discussed on the basis of the discussion following resolution was put forth.

Resolution:

It was resolved that an active placement cell be and is hereby formed. The resolution was passed unanimously.

Proposed by: Prof. Imran Ahmed

Seconded by: Prof. MG. Pathan

4)Discussin on Alumini:

Dr. Prof. Naseem Ansari briefed the house about the functioning of alumini. She presented Alumini member list before the house. During the discussion.it came into the notice of the house that alumini doesn't have its registration and the registration on of alumini is must. On the basis of the discussion following resolution was put forth.

Resolution;

It was resolved that alumini be and is hereby registration on priority basis and the frequent meeting of alumini be and hereby called.

Proposed by: Dr. Naseem Anasari

Seconded by: Prof. Hamdsni Rizwana

5)Discussion on participation in seminar and conferences:

Prof. Dr. Naseem Ansari presented briefed reportof staff member who presented papers and attended seminar and conferences. Member expressed their satisfaction over the activity.

6) Discussion on publication of Research and articles:

The principal Sc. Hale explained the importance of publication of research paper and articles. He emphasized on UGC recognized journals. He briefed the house regarding relevance of API to publication in UGC recognized journal on the basis of discussion following resolution put forth.

Resolution: It was resolved that research paper and articles be and is hereby published in UGC recognized journal.

Proposed by: Dr. Arif Anjum

Seconded by: Dr. Shah Ayaz

7)discussion on review of extension activities:

Vice Principal Dr. Arif Anjum briefed the house regarding extension activities the house expressed happiness over the activities.

As no other issues were raised the meeting was declared as over by the vote of thanks of Dr. Arif Anjum.

MEETING NO IV

DATE – 10/04/20107

All the IQAC members are hereby informed that the 4th meeting of IQAC will be held on 15th April 2017 at 11:00 am in principal cabin. The Principal Shri Shivanand Hale will preside the meeting.

AGENDA:

Following points will be discussed in the meeting.

- 1) Conformation of minutes of previous meeting.
- 2) To review of working of various committees.
- 3) To discuss about feedback forms.
- 4) To review the use of PPT for delivering lectures.
- 5) To analyze internal assessment other than term end examination.
- 6) To discuss about RAR cycle 3 (Revise Rule)
- 7) To discuss about AQAR 2016-17
- 8) Any other issues with the Permission of the Chairman.

Designation	Name
Chairperson	Principal S. C. Hale
Administrative Officers	1) Shri. B. V. Shegar 2) Shri R. U Shaikh
Senior Teachers	1) Prof. M. G. Pathan 2) Prof. Rizwana Hamdani 3) Dr. Shah Ayaz 4) Prof. A. D. Baviskar 5) Dr. Shakeb Ahmed
Members from Management	Dr. B. S. Jagdale
One Nominee From Local Society, Student and Alumni	1) Ghulam Geelani 2) Abuzar Shawkat Ejaz 3) Rashid Akhtar M. Ah.
One Nominee from Industry	Shri Ataurrahman Dange
Coordinator	Prof. D. B. kapadnis

Preceding of the 4th IQAC meeting (Minutes)

As per the agenda dated 10th April 2017, the fourth meeting of IQAC of the college was held on 15th April 2017 at 11:00 am in principal cabin. Principal S.C Hale presided over the meeting.

Following members were present in the meeting.

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|-------------------------|--------------------------------|
| 1) Principal S.C.Hale | 7) Prof.A.D.Baviskar |
| 2) Shri B.V.Shegar | 8) Dr. Shakeb Ahmed |
| 3) Shri R.U.Shaikh | 9) Gulam Geelani Ashfaque Ah. |
| 4) Prof.M.G.Pathan | 10) Abuzar Shauquat Ejaz |
| 5) Prof.Rizwana Hamdani | 11) Rashid Akhtar Mustaque Ah. |
| 6) Prof. Shah Ayaz | 12) Ataurrahman Dange |
| 13) Prof.D.B.Kapadnis | 14) Dr. BS Jagdale |

Item no. 1 - Conformation of the minutes of the previous meeting.

Prof. D.B. Kapadnis, IQAC Chairman read out the minutes of the previous meeting, the proceeding was approved unanimously.

Item no. 2- Review of various committees.

Principal S.C.Hale presented before the house a report based on the functioning of various committees. Members participated in the discussion. They discussed on N.S.S, Placement Cell, and Alumni etc, on the basis of the discussion following resolution was put forth.

It was resolved that comprehensive reports be and is hereby presented in the monthly meeting by the chairman of the respective committee. The resolution was passed unanimously.

Proposed by Prof.Hamdani Rizwana

Seconded by Dr.Naseem Ansari.

Item no. 3- Discussion on feedback forms:-

IQAC chairman briefed the house regarding feedback forms. He briefed the house that the feedback forms are prepared under the guidance of UGC and already be distributed and filled by the students. Principal S.C.Hale presented before the

house complains and queries as per the feedback forms. On the basis of the information following resolution was put forth.

It was resolved that the complains and queries of the feedback forms be and is hereby taken seriously and action be taken to solve it.

The Resolution was passed unanimously.

Proposed by Prof.Imran Ahmed Seconded by Prof. Shakeb Ahmed.

Item no. 4- Use of PowerPoint Presentation.

Principal S.C.Hale explained the importance of PowerPoint presentation. He asked from the IQAC chairman Prof.Kapadnis briefed the house that in the previous meeting 'Presentation of PowerPoint' was made mandatory for all the faculty members. He stated that all the faculty member's submitted P.P.T. of their respective subject.

On the basis of information provided the members of the committee expressed their happiness.

Item no. 5 – Discussion on internal assessment other than term end examination.

Prof.Rizwana Hamdani Presented the report before the house regarding Internal Assessment. She stated that we have been concentrating on the overall development of the students, the moral of the student, role as a citizen bad habits like chewing of Gutkha, Tobacco etc almost all the aspects of life are assessed and this efforts made positive effects on the students. She also briefed the house regarding test and tutorials of different subjects.

On the basis of information provided the house expressed its satisfaction.

Item no. 6 – Discussion on RAR for 3rd (Revise Rule)

Principal S.C.Hale informed the house about the RAR (3rd cycle).He explained the revised rules for RAR. He emphasized that concentration should be given on changing rules of NAAC. Almost all the members of the committee participated in this discussion actively, on the basis of the discussion following resolution put forth.

It was resolved that the updated information regarding RAR and revised rules be and is hereby updated by the IQAC chairman and same presented before the house in next meeting.

Presented by Dr.Shakeb Ahmed Seconded by Prof.Hamdani Rizwani.

Item no. 7- Discussion of AQAR.

Principal S.C.Hale briefed the house regarding AQAR. He emphasized that the AQAR for 2016-17 should be submitted till September 2017.

Prof.Kapadnis informed the house regarding current status of AQAR. On the basis of discussion following resolution was put forth.

It was resolved that the AQAR of 2016-17 be and is hereby finalized till August 2017 and be submitted before the due date.

The resolution was passed unanimously.

Proposed by Prof.D.B.Kapadnis Seconded by Dr.Shakeb Ahmed

As no other issues were raised by any member Prof.A.D.Baviskar presented vote of thanks and by the permission of the President the meeting was declared as over.



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