

IQAC – MEETING MINUTES

The following is an account of the minutes taken at the IQAC meeting held between 10 am & 12 noon on 28th July, 2017 at Principal's office room

1. Attendees

The following members of (AGC) were PRESENT

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Members	Dr. A. Q. Ansari
	Dr. Majid Ansari
	Dr. Majid Kazi
	Dr. Julekha Shaikh
	Dr. Wasim Hydery
	Dr. Ugesh Kumari Singh
	Prof. Mayurakshi Mitra
	Dr. Rafi Ahmed
	Prof. Avinash Ingole

Minutes Recorder	Prof. Mayurakshi Mitra
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2. Reason for Meeting

This meeting was held to:

Discuss and plan a Regional/ State/ National workshop on "Professional Ethics"

3. Approval of the Agenda

The agenda was unanimously approved by all the members of the committee.

3.1 Meeting Agenda

The objective of the meeting was to

- Discuss and plan a workshop on "Professional Ethics"
- Finalize the date of the workshop
- Decide and finalize the key speaker and resource persons for the workshop
- Form various sub committees and distribute work for the workshop
- Arrange funds for the workshop
- Finalize remuneration, travelling and accommodation allowances

4. Announcements

Key Decisions:

- The IQAC coordinator also formed sub committees for the workshop.

The following IQAC members were selected as the in-charges of their respective sub-committee.

Dr. Mazid Kazi: Stage and banner
Dr. Ugesh Kumari Singh: Accounts
Dr. Julekha Shaikh: Program Anchor
Dr. Saima Shaikh: Registration desk
Dr. Wasim Hydery and Prof. Rafi: Catering
Prof Avinash Ingole: Designing of banner, certificate, brochure and coupons

- It was also decided that all the bills pertaining to purchase and expenditure for the workshop should be submitted to the college accounts department within a week's time.

5. Adjournment

Meeting was adjourned at 1: 30 p.m. by the IQAC coordinator, Dr. Rakhshandah Hani.

IQAC – MEETING MINUTES

The following is an account of the minutes taken at the IQAC meeting held between 10 am & 12 noon on 29th January, 2018 at Principal's office room

1. Attendees

The following members of (AGC) were PRESENT

Meeting Chair	Dr. Sirajuddin Chougale, Principal
Meeting Coordinator	Dr. Rakhshandah Hani
Members	Dr. A. Q. Ansari
	Dr. Majid Ansari
	Dr. Majid Kazi
	Dr. Julekha Shaikh
	Dr. Wasim Hydery
	Dr. Ugesh Kumari Singh
	Prof. Mayurakshi Mitra
	Dr. Rafi Ahmed
	Prof. Avinash Ingole

Minutes Recorder	Prof. Mayurakshi Mitra
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2. Reason for Meeting

This meeting was held to:

- Discuss the requirements of the new NAAC format.
- Plan and arrange for a smooth and transparent feedback system.

Approval of the Agenda

The agenda was unanimously approved by all the members of IQAC.

3. Meeting Agenda

The objective of the meeting was to:

- Update all the teaching faculties on the new format of AQAR
- Formulate a new format for students' feedback forms for assessing overall performance of the institution and the teachers.
- Decide on the eligibility of students for giving feedback on the institution and teachers
- Formulate questionnaire for feedback on teachers and institutions
- Update college website
- Design online DTR

4. Announcements

- The coordinator of IQAC, Dr. Rakhshandah Hani, co-opted and announced Prof Mujahid Naqvi as a member of IQAC
- Prof. Julekha Shaikh has been given the responsibility of formulating a Code of Conduct for teaching and non teaching students and students.
- Prof. Mujahid Naqvi has been given the responsibility of collecting and analyzing feedback from the parents.

Key Decisions:

- The IQAC members have decided to initiate a mentoring program at the earliest to address the problem of drop out students and to improve overall growth and development of the students.
- Dr. Saima Shaikh has been given the responsibility of administering the feedback process and analyzing them.
- To update the institutional website at the earliest and e resources, seminar journals and code of conduct should be uploaded
- all the teachers should be given institutional id
- the college should provide links in the institutional website for easy access of study materials

5. Adjournment

Meeting was adjourned at 1: 30 p.m. by the IQAC coordinator, Dr. Rakhshandah Hani.
