

M.C.E.Society's  
ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIENCE & COMMERCE  
INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES

16.08.2017

Minutes of the meeting conducted on 16.08.2017 at 11.00am in IQAC office of the college.

**Members Present:**

Dr. Shaila Bootwala	IQAC Chairperson
Ms. Gauri Devasthale	IQAC Coordinator
Dr. Yusufi Mujahid	Member
Dr. M. G. Mulla	Member & C4 Head
Dr. Munira Lokhandwala	Member & C2 Head
Dr. D. R. Majumdar	C1 Head
Dr. Khursheed Ahmed	C3 Head
Dr. Jayashree Upadhye	C3 Head
Dr. Salma Aziz	C5 Head
Dr. Shakila Mulla	C5 Head
Dr. Ishrat Shaikh	C6 Head
Ms. Vijaylaxmi Shinde	C7 Head

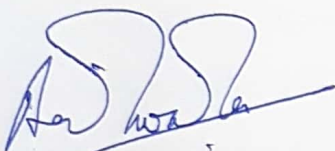
1. **Minutes:** Minutes of the previous meeting conducted on 14<sup>th</sup> August 2017 were read and noted.
2. **Document Collection and Verification:** It was decided that the Criterion heads would ensure that the relevant documents and data verified for the final presentations. It was resolved that the documents should be scanned by the respective departments and sent to the Criterion Heads.
3. **Criteria-wise Presentations:** It was decided that the final presentations would be held in the September 2017.

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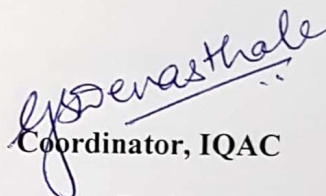
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4. **Website Uploads:** Those documents that need to be uploaded on the website should be done before the final presentations and the necessary links and url be mentioned.
5. **Students Survey Data:** Complete students data in the prescribed format to be uploaded on the website and this was entrusted to Ms. Tabassum Khan.
6. **Personal Files:** It was resolved that the Heads of the Departments would ensure the updation of personal files of the staff.
7. **Vote of Thanks:** Since there were no further points for discussion, the meeting ended with a Vote of Thanks to the chair.



Chairperson, IQAC

INCHARGE PRINCIPAL  
ABEDA INAMDAR SR COLLEGE,  
CAMP PUNE-411001



Coordinator, IQAC

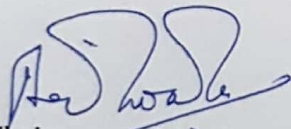
**Coordinator**  
Internal Quality Assurance Cell  
Abeda Inamdar Senior College.

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**ACTION TAKEN REPORT**

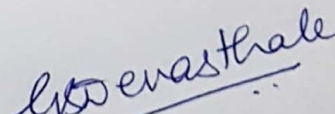
**Action Taken Report of meeting conducted on 18.08.2017 at 11.00 am in IQAC office**

1. **Document Collection and Verification:** The relevant documents were verified by the Criteria Heads, Scanned by the respective departments and submitted to IQAC.
2. **Criteria wise Presentations:** Criterion-wise presentations were held from 4<sup>th</sup>-12<sup>th</sup> September 2017 in the Multimedia room from 11.00am-1.00pm. The suggestions given by the staff were incorporated.
3. **Website Uploads:** As decided, the relevant documents were uploaded on the website and links and URL forwarded to the IQAC.
4. **Students Survey Data:** The Students survey data in the prescribed format was completed and uploaded on the website.
5. **Personal Files:** The personal files were updated and kept with the respective departments.

  
Chairperson, IQAC

INCHARGE PRINCIPAL  
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Coordinator, IQAC

**Coordinator**  
Internal Quality Assurance Cell  
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