

IQAC Meeting -

Academic Year.

2019 - 2020



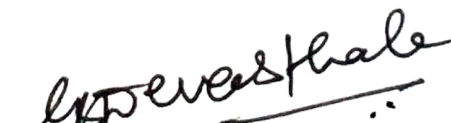
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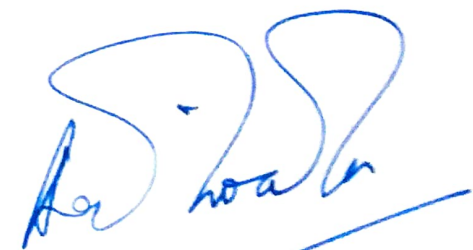
Notice

A meeting of the IQAC committee members is scheduled on **Monday, 01/07/2019** in the multimedia room at **12.00 noon.**

Agenda

- 1) Planning of 1st Term activities
- 2) Academic Calendar and CIE
- 3) Constitution of Committees
- 4) AQAR of previous academic year
- 5) Seminar & conference /Research projects
- 6) Purchases and Lab Setup DST-FIST 0 Level
- 7) Implementation of CBCS for undergraduate courses.


Mrs. Gauri Devasthale
(IQAC Co-ordinator)


Dr. Shaila Bootwala
(Principal)

Sr. no	Name	Designation	Signature
1.	Dr. Shaila Bootwala	Principal and Chairperson, IQAC	
2.	Mrs. Gauri Devasthale	IQAC Co-ordinator	
3.	Ms. Uzma Tasneem	Supervisor	
4.	Dr. Irfan Shaikh Sayyed Jt. Secretary MCE Society	Management Representative	
5.	Ms. Mumtaz Sayyed	Local Society Representative	
6.	Dr. Yusufi Mujahid	Science Faculty Representative	
7.	Dr. Munira. A. Lokhandwala	Arts Faculty Representative	
8.	Dr. M.G. Mulla	Commerce Faculty Representative	
9.	Dr. Aftab Alam	College Examination Officer	
10.	Ms. Nusarat Shaikh	Convenor, ICC	
11.	Ms. Anisa Khan	Student Welfare Officer	
12.	Ms. Mansura Mulani	NSS Program Officer	
13.	Mr. Aslam Momin	In-charge Librarian	
14.	Ms. Zulekha Khan	Office Superintendent	
15.	Mr. Ameen Patel	Accountant	
16.	Dr. Farzana Shaikh	Alumni Representative	
17.	Ms. KiranBhise	Employer	
18.	Dr. Faizahmed K. Inamdar	Parent (Stake Holder)	
19.	Mr. Sharif Mulani	Industry Nominee	
20.	Ms. Uzma Parkar	Student's Representative	



Minutes of Meeting

1. It was decided that IQAC will collect data for Academic calendar and CIE schedule and compile it and will follow up on compliance of academic Calendar and CIE schedule
2. All the departments shall submit individual timetable of staff and the Lab/classroom timetable from to IQAC.
3. A format for Collection of reports and documents of Activities conducted to be prepared and mailed by IQAC to all HOD
4. AQAR for current academic year will be submitted online once the link is activated by NAAC. Compilation is in process for the same.
5. Online Applications for QIP and National/International seminars/conferences to be submitted on time. The college plans to apply for autonomous status.
6. Administrative and academic committees were constituted.
7. Dr. Khursheed Ahmed and team will process the purchase following the standard procedures.
8. IQAC shall conduct orientation program for teachers and First year students to guide for CBCS pattern.



Attendance



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1.	Dr. Shaila Bootwala	Principal and Chairperson, IQAC	
2.	Mrs. Gauri Devasthale	IQAC Co-ordinator	
3.	Ms. Uzma Tasneem	Supervisor	
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19.	Mr. Sharif Mulani	Industry Nominee	
20.	Ms. Uzma Parkar	Student's Representative	

Action Taken Report

1. The academic Calendar and CIE schedule was finalized and displayed on the on the website.
2. Individual time tables, time slots of classrooms and laboratories were collected and monitored.
3. AQAR Formats for online submission were circulated and compiled by IQAC.
4. Online applications for Seminars and conferences were submitted.
5. The various committees helped in smooth administration.
6. The purchase of instrument is in progress for DST FIST.
7. IQAC organized orientation program for first year students and teachers and provided guidance for CBCS.
8. Class Teachers were appointed to look after implementation of CBCS.

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15/10/2019


Notice

A meeting of the IQAC committee members is scheduled on **Monday, 21/10/2019** in the multimedia room at **12.00 noon.**

Agenda

- 1 Review of AQAR
- 2 Review of 1st Term activities
- 3 FDP for Staff
- 4 Internal academic audit by Principal
- 5 Autonomy Proposal


Mrs. Gauri Devasthale
(IQAC Co-ordinator)


Dr. Shaila Bootwala
(Principal)



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19.	Mr. Sharif Mulani	Industry Nominee	
20.	Ms. Uzma Parkar	Student's Representative	



Minutes of Meeting

1. Two Best Practices for AQAR 2018-19 were identified and finalized. IQAC core committee shall work in vacation to upload the online AQAR.
2. Online format for AQAR is being compiled as the link has been activated by NAAC.
3. The proposal for Autonomous Status was submitted to UGC and University, both online and off line.
4. It was decided that Dr. Farzana Shaikh will conduct a FDP on Microsoft Excel in the next term.
5. IQAC shall prepare schedule for internal audit of documents related to first term by the Principal.
6. Advance Scientific Laboratory is under development for the DST FIST Grant.



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Attendance



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Action Taken Report

1. Schedule for internal audit was prepared and sent to all the departments. The same will be followed in the second semester.
2. Information in the online format has been received from criterion heads. This information is being verified by IQAC.
3. The repair and maintenance work for Advance Scientific Laboratory is complete and purchase orders have been placed for instruments.
4. A copy of the submitted proposal for autonomy and related documents has been sent to all the departments. They have been advised to start preparation for the visit of Peer Team for autonomy.

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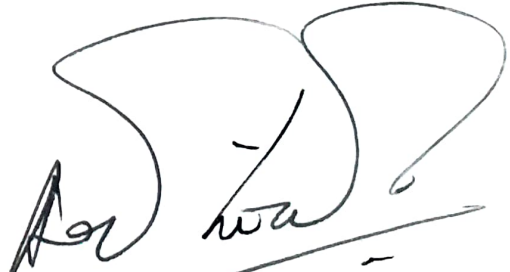
A meeting of the IQAC committee members is scheduled on **Saturday, 07/12/2019** in the multimedia room at **12.00 noon.**

Agenda

1. Review of Online AQAR Submission
2. Planning of 2nd Term activities
3. Data submission for India Today Survey
4. Preparation of Proposal for Seed Grant
5. Review of purchases under DST FIST Grant




Mrs. Gauri Devasthale
(IQAC Co-ordinator)


Dr. Shaila Bootwala
(Principal)



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19.	Mr. Sharif Mulani	Industry Nominee	
20.	Ms. Uzma Parkar	Student's Representative	

Minutes of Meeting

1. IQAC completed the Plan of 2nd Term activities.
2. Micro planning for international conference (Commerce), National Conference (Microbiology) and State level (Env. Science) were discussed.
3. It was decided that the college will participate in the India Today survey and Data will be submitted by IQAC with help of faculty in-charges.
4. Names of Faculty wise In-charge for India Today Survey are as follows-
Dr. Mukul Joshi and Ms. Uzma Tasneem –Arts
Mrs. Vaishali Prabhune and Mr. Faiz Kurne- Science
Ms. Farzana Shaikh and Ms. Anisa Khan- Commerce
5. College has made payments as per the requirements to vendors for the purchases to be made under DST FIST 0-Level.
6. All the departments are advised to prepare separate time table for Grooming of meritorious students.
7. College shall apply for Seed DST Grant in collaboration with DigiBharati.

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Attendance



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1.	Dr. Shaila Bootwala	Principal and Chairperson, IQAC	
2.	Mrs. Gauri Devasthale	IQAC Co-ordinator	
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20.	Ms. Uzma Parkar	Student's Representative	

Action Taken Report

1. Major activities have already been conducted as per Planning of 2nd Term.
2. International, National and State level conference and other programs were successfully organized.
3. Data for India Today survey was submitted by IQAC with help of faculty in-charges.
4. The purchases are in process for DST. Installation of few instruments has been completed.
5. Proposal for Seed DST is in progress. Dr. Alifiya (Computer Science) has been appointed as Principal Investigator for the said proposal.
6. The departments are following the schedule for special coaching of meritorious students.
7. Internal Audit was completed by principal as per the decision of previous meeting.



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19/2/2020

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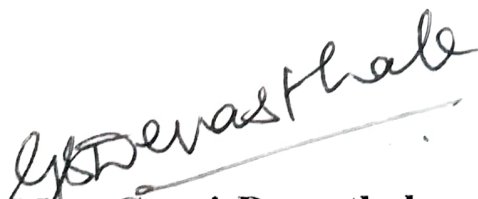
An online zoom meeting of the Core IQAC committee members and HODs is scheduled on **Monday, 11/05/2020** at 10.00 am. A link to join the same will be sent by e mail on 10.5.2020.

All are requested to join.


Agenda

- 1 Review of second term activities.
- 2 Self appraisal forms: Teaching and Non teaching.
- 3 Registration of new Alumni.
- 4 Completion of SPPU audits- NSS, SWO and QIP.
- 5 Updation of BCUD profile by teachers for annual college report.
- 6 Review of work for CBCS.
- 7 Internal Audit for Parallel departments.
- 8 To conduct FDP for staff on E teaching methods.




Mrs. Gauri Devasthale
(IQAC Co-ordinator)

Coordinator
Internal Quality Assurance Cell
Abeda Inamdar Senior College.


Dr. Shaila Bootwala
(Principal)

PRINCIPAL
ABEDA INAMDAR SR. COLLEGE
CAMP, PUNE-411 001

Minutes of Meeting

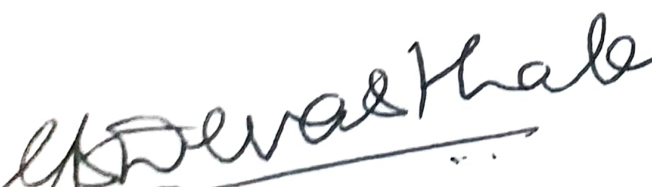
1. A review of the second term activities and examinations conducted upto 15th March was taken. Pending theory and practical/oral examinations will be conducted as per the guidelines of affiliating university.
2. Self appraisal forms of Teaching and Non teaching shall be collected on reopening of college.
3. Registration of new Alumni shall be completed on reopening of college.
4. Utilization certificates and other documents for SPPU audits of NSS, SWO and QIP to be submitted online as per the directives of University.
5. Updation of BCUD profile by teachers for annual college report to be completed from home within one week.
6. Review of work for CBCS was taken online and grades for extra credits to be awarded in SPPU online mark entry system.
7. Internal Audit for Parallel departments would be carried out before submission of AQAR.
8. FDP for staff on Online Teaching to be conducted by BCA Department from 17-23 May 2020.



Action Taken Report




1. Utilization certificates and other documents for SPPU audits of NSS, SWO and QIP were submitted.
2. Teachers updated BCUD profile.
3. Extra credits awarded.
4. FDP for Online Teaching was conducted from 17-23 May 2020.


Mrs. Gauri Devasthale
(IQAC Co-ordinator)

Coordinator

Internal Quality Assurance Cell
Abeda Inamdar Senior College.




Dr. Shaila Bootwala
(Principal)

ABEDA INAMDAR SENIOR COLLEGE
PUNE-411 001