10AC Meetingl-Academic Year. 2019-2020



22/06/2019

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	Her how
2.	Mrs. Gauri Devasthale	IQAC Co-ordinator	las
3.	Ms. Uzma Tasneem	Supervisor	0 / John
4.	Dr. Irfan Shaikh Sayyod	Management Representative	
	Jt. Secretary MCE Society		
5.	Ms. Mumtaz Sayyed	Local Society Representative	
6.	Dr. Yusufi Mujahid	Science Faculty Representative	Onjohing
7.	Dr. Munira. A. Lokhandwala	Arts Faculty Representative	millianin
8.	Dr. M.G. Mulla	Commerce Faculty	
		Representative	MAIN
9.	Dr. Aftab Alam	College Examination Officer	Alam
10.	Ms. Nusarat Shaikh	Convenor, ICC	Maluk
11.	Ms. Anisa Khan	Student Welfare Officer	A MA
12.	Ms. Mansura Mulani	NSS Program Officer	Olul .
13.	Mr. Aslam Momin	In-charge Librarian	· for
14.	Ms. Zulekha Khan	Office Superintendent	XILL
15.	Mr. Ameen Patel	Accountant	Am Ec.
16.	Dr. Farzana Shaikh	Alumni Representative	Jan !
17.	Ms. KiranBhise	Employer	
18.	Dr. Faizahmed K. Inamdar	Parent (Stake Holder)	The same of the sa
19.	Mr. Sharif Mulani	Industry Nominee	Shula:
20.	Ms.Uzma Parkar	Student's Representative	TO A



- 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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Sr.	Name	Designation	Signatures
no			
1.	Dr. Shaila Bootwala	Principal and Chairperson,	
		IQAC	for how
2.	Mrs. Gauri Devasthale	IQAC Co-ordinator	loo
3.	Ms. Uzma Tasneem	Supervisor	Modern
4.	Dr. Irfan Shaikh Sayyed	Management	1/2/
	Jt. Secretary MCE Society	Representative	
5.	Ms. Mumtaz Sayyed	Local Society	
		Representative	
6.	Dr. Yusufi Mujahid	Science Faculty	Q ishid
		Representative	. 1
7.	Dr. Munira. A.	Arts Faculty	COL SAN
	Lokhandwala	Representative	Wellhamer
8.	Dr. M. G. Mulla	Commerce Faculty	(2) 110
		Representative	ADH 118
9.	Dr. Aftab Alam	College Examination	Ala
		Officer	afram
10.	Ms. Nusarat Shaikh	Convenor, ICC	Maill
11.	Ms. Anisa Khan	Student Welfare Officer	dus
12.	Ms. Mansura Mulani	NSS Program Officer	Dul
13.	Mr. Aslam Momin	In-charge Librarian	10th
14.	Ms. Zulekha Khan	Office Superintendent	The
15.	Mr. Ameen Patel	Accountant	MW. E.
16.	Dr. Farzana Shaikh	Alumni Representative	
17.	Ms. Kiran Bhise	Employer	A
18.	Dr. Faizahmed K. Inamdar	Parent (Stake Holder)	
19.	Mr. Sharif Mulani	Industry Nominee	Allula
20.	Ms.Uzma Parkar	Student's Representative	TA STATE OF THE PARTY OF THE PA

- 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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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)

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

Attendance

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Sr.	Name	Designation	3 gnatures
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1.	Dr. Shaila Bootwala	Principal and Chairperson,	1
		IQAC	for way
2.	Mrs. Gauri Devasthale	IQAC Co-ordinator	les de la constante de la cons
3.	Ms. Uzma Tasneem	Supervisor	Allen.
4.	Dr. Irfan Shaikh Sayyeti	Management	
	Jt. Secretary MCE Society	Representative	
5.	Ms. Mumtaz Sayyed	Local Society	
		Representative	
6.	Dr. Yusufi Mujahid	Science Faculty	0.51
		Representative	O-jah
7.	Dr. Munira. A.	Arts Faculty	000 A.V
	Lokhandwala	Representative	malhanan
8.	Dr. M. G. Mulla	Commerce Faculty	City II.
		Representative	PUNITE
9.	Dr. Aftab Alam	College Examination	Mam
		Officer	and the
10.	Ms. Nusarat Shaikh	Convenor, ICC	Bail.
11.	Ms. Anisa Khan	Student Welfare Officer	Am
12.	Ms. Mansura Mulani	NSS Program Officer	Mil
13.	Mr. Aslam Momin	In-charge Librarian	A CONTRACTOR OF THE PARTY OF TH
14.	Ms. Zulekha Khan	Office Superintendent	2
15.	Mr. Ameen Patel	Accountant	DEM 81
16.	Dr. Farzana Shaikh	Alumni Representative	ar
17.	Ms. Kiran Bhise	Employer	(in and
18.	Dr. Faizahmed K. Inamdar	Parent (Stake Holder)	M
19.	Mr. Sharif Mulani	Industry Nominee	&llula:
20.	Ms.Uzma Parkar	Student's Representative	(A)

- Schedule for internal audit was prepared and sent to all the departments. The same will be followed in the second semester.
- 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.

Notice

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 do-ordinator)

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Dr. Shaila Bootwala

(Principal)

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		IQAC)	2
Sr. no	Name	Designation	Signature
1.	Dr. Shaila Bootwala	Principal and Chairperson,	A
		IQAC	fer hor
2.	Mrs. Gauri Devasthale	IQAC Co-ordinator	lasi
3.	Ms. Uzma Tasneem	Supervisor	a draw
4.	Dr. Irfan Shaikh Sayweth	Management Representative	Mar.
	Jt. Secretary MCE Society		1 /h
5.	Ms. Mumtaz Sayyed	Local Society Representative	2
6.	Dr. Yusufi Mujahid	Science Faculty Representative	Engaling
7.	Dr. Munira. A. Lokhandwala	Arts Faculty Representative	millenelul
8.	Dr. M.G. Mulla	Commerce Faculty	
		Representative	Agulls
9.	Dr. Aftab Alam	College Examination Officer	Mam
10.	Ms. Nusarat Shaikh	Convenor, ICC	Diele
11.	Ms. Anisa Khan	Student Welfare Officer	
12.	Ms. Mansura Mulani	NSS Program Officer	The state of the s
13.	Ms. Noor Jahan Shaikh	Librarian	Thica
14.	Ms. Zulekha Khan	Office Superintendent	ZIII
15.	Mr. Ameen Patel	Accountant	Dames 1
16.	Dr. Farzana Shaikh	Alumni Representative	and and
17.	Ms. KiranBhise	Employer	
18.	Dr. Faizahmed K. Inamdar	Parent (Stake Holder)	(man)
19.	Mr. Sharif Mulani	Industry Nominee	Shula-i.
20.	Ms.Uzma Parkar	Student's Representative	Am

- 1. IQAC completed the Plan of 2nd Term activities.
- 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
- 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

		19	15%
Sr.	Name	Designation	Signatures
no			
1.	Dr. Shaila Bootwala	Principal and Chairperson,	1
		IQAC	for wa
2.	Mrs. Gauri Devasthale	IQAC Co-ordinator	God
3.	Ms. Uzma Tasneem	Supervisor	All Co
4.	Dr. Irfan Shaikh Saywed	Management	Oa
	Jt. Secretary MCE Society	Representative	
5.	Ms. Mumtaz Sayyed	Local Society	
		Representative	
6.	Dr. Yusufi Mujahid	Science Faculty	o alil
		Representative	
7.	Dr. Munira. A.	Arts Faculty	MA Jank
	Lokhandwala	Representative	Malhandry
8.	Dr. M. G. Mulla	Commerce Faculty	
		Representative	(M)4/12
9.	Dr. Aftab Alam	College Examination	-11
		Officer	Man
10.	Ms. Nusarat Shaikh	Convenor, ICC	Mailin
11.	Ms. Anisa Khan	Student Welfare Officer	Amis
12.	Ms. Mansura Mulani	NSS Program Officer	Thelew
13.	Ms.Noor Jahan Shaikh	Librarian	Ma
14.	Ms. Zulekha Khan	Office Superintendent	- XIII
15.	Mr. Ameen Patel	Accountant	Sam EB
16.	Dr. Farzana Shaikh	Alumni Representative	Ag/.
17.	Ms. Kiran Bhise	Employer	way.
18.	Dr. Faizahmed K. Inamdar	Parent (Stake Holder)	
19.	Mr. Sharif Mulani	Industry Nominee	Xllula-i.
20.	Ms.Uzma Parkar	Student's Representative	MA

- 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.

Notice

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. PLINE-411 CBL

- 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.

- 340 4 1-31/15
- 1. Utilization certificates and other documents for SPPU audits of NSS, SWO and QIP were submitted.
- 2. Teachers updated BCUD profile.

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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)

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