



Dt: 09/06/2023


## Internal Quality Assurance Cell (IQAC)

### Fifth IQAC Meeting Notice

All members of Internal Quality Assurance Cell (IQAC) are hereby informed to attend the first meeting at 9:00 a.m. on 10th June 2023 in seminar hall to discuss the following agenda.

1. Confirmation and Review of Minutes of third IQAC meeting held on 13/12/2022.
2. Action taken report of third IQAC meeting held on 13/12/2022.
3. Review of NAAC Work.
4. To submit IIQA on or before 15/06/2023.
5. To start preparation of Self Study Report (SSR).
6. Any other relevant item with the permission of chair.

  
Coordinator, IQAC

  
Chairman, IQAC





JAMIA ISLAMIA ISHAATUL ULOOM'S  
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& MANAGEMENT STUDIES**  
AKKALKUWA, DIST. NANDURBAR (M.S.) 425415

Dt: 10/06/2023

**Internal Quality Assurance Cell (IQAC)**

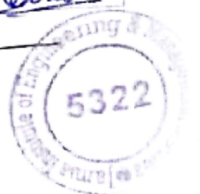
**Minutes of Fifth IQAC Meeting**

The fifth meeting of IQAC is held on 10/06/2023 at 9:00 a.m. in seminar hall to discuss the following agenda.

1. Confirmation and Review of Minutes of third IQAC meeting held on 13/12/2022.
2. Action taken report of third IQAC meeting held on 13/12/2022.
3. Review of NAAC Work.
4. To revise the IQAC committee.
5. To submit IQA on or before 15/06/2023.
6. To start preparation of Self Study Report (SSR).
7. Any other relevant item with the permission of chair.

Following members of IQAC were present in the meeting:

Sr. No.	Name of IQAC Members	Designation	Position	Signature
1.	Dr. Syed Kamaluddin	Principal	Chairman	
2.	Moulvi Huzaifa Vastanvi	CEO, JIU	Management Representative	
3.	Moulvi Owais Vastanvi	Administrator, JIU	Management Representative	
4.	Dr. Gulam Javed	Principal, AACOP	Local Society Representative	
5.	Mr. Nazir B. Tamboli	Industrialist	Industrialist	
6.	Mr. Sedat Mamad	Parent	Member	
7.	Mr. Ansari Masood A.	Parent	Member	
8.	Mr. Shaikh Moin Ahmad	Head, Mechanical Dept.	Member	
9.	Mr. Khan Adnan	Head, Electrical Dept.	Member	
10.	Mr. Shaikh Ibrahim	Head, Civil Dept.	Member	
11.	Mr. Saiyed Imtyajali	Registrar	Member	
12.	Mr. Diwan Javed	Accountant	Member	
13.	Ansari Mudassir Anjum	Alumni	Member	
14.	Sedat Inayat Ali Mamad	Student	Member	





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**Minutes and resolutions:**

The meeting was started with a welcome address by the chairman of the committee. He proposed the agenda of the meeting.

In the view of said points committee has decided to take following immediate actions.

1. The meeting was started point wise in agenda and first point is taken up for discussion. Review of IVth IQAC meeting is taken and it was solidly approved the Minutes of Meeting held on 13/12/2022.
2. Action taken report of IVth IQAC held on 13/12/2022.

S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Review of NAAC work	Criteria wise NAAC work was reviewed and progress of the work was found satisfactory.
2.	To revise the IQAC committee.	Revised IQAC committee is formed IQAC Office Order was released with new members at institute dated 01/01/2023.
3.	To review sports facilities as per the need of students.	The sports items will be provided by Mr. Patel Huzaifa (Central sports store In-charge) whenever required.
4.	To discuss about the book requirements in the library.	Book requirement was prepared by Librarian Dr. Noor Mohd. Aga. Subscription for 35 Journals and E-Journals is renewed.
5.	To review action plan for NAAC dates.	The action plan for NAAC dates was prepared by NAAC Coordinator Mr. Moin Shaikh.
6.	To prepare documents required for IQA.	Documents required for IQA was prepared by IQAC Coordinator Mr. Mohammad Shakir
7.	To train the faculties to understand the CO and PO mapping and their attainment.	Few staff members attended the video lectures in seminar hall and six staff members registered for the NPTEL course "Teaching and Learning in Engineering" and all have passed the examination successfully

3. The review of NAAC's work is conducted criteria-wise, and the IQAC cell expressed satisfaction with the status of NAAC's work.
4. The Kaviyatri Bahinabai Chaudhary North Maharashtra University, Jalgaon issued a circular to all the affiliated colleges to submit the IQA before commencement of admission process. The registration process for admission in first year is going to start from 16/06/2023, so it has been decided to fill IQA on or before 15/06/2023. The






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IQAC Coordinator Mr. Mohammad Shakir was informed to fill the IIQA on or before 15/06/2023.

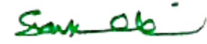
5. As a part of NAAC process it is mandatory to submit Self Study Report (SSR) within 45 days after acceptance of IIQA. It has been decided to start preparation of SSR. The NAAC Coordinator Mr. Shaikh Moin was informed to start preparation of SSR with the help of Criteria wise Committees.

The meeting ended with vote of thanks to all members present for the meeting proposed by coordinator.

All the decisions taken up in this meeting are forwarded to Governing body for approval.

  
Coordinator, IQAC



  
Chairman, IQAC

Copy to Principal, HoD's and all IQAC members and administrators.



Dt: 05/12/2022

## Internal Quality Assurance Cell (IQAC)


### Fourth IQAC Meeting Notice

All members of Internal Quality Assurance Cell (IQAC) are hereby informed to attend the fourth meeting at 11:00 a.m. on 13th December 2022 in seminar hall to discuss the following agenda.

1. Confirmation and Review of Minutes of third IQAC meeting held on 08/03/2022.
2. Action taken report of third IQAC meeting held on 08/03/2022.
3. Review of NAAC Work.
4. To revise the IQAC committee.
5. To review sports facilities as per the need of students.
6. To discuss about the book requirements in the library and renewal of J-Gate, and Journals subscription.
7. To review action plan for NAAC dates.
8. To prepare documents required for IIQA.
9. To train the faculty members to understand the CO, PO and PSO mapping and their attainment.
10. Any other relevant item with the permission of chair.

  
Coordinator, IQAC



  
Chairman, IQAC



Dt: 13/12/2022

## Internal Quality Assurance Cell (IQAC)

### Minutes of Fourth IQAC Meeting

The fourth meeting of IQAC is held on 13/12/2022 at 11:00 a.m. in seminar hall to discuss the following agenda.

1. Confirmation and Review of Minutes of third IQAC meeting held on 08/03/2022.
2. Action taken report of third IQAC meeting held on 08/03/2022.
3. Review of NAAC Work.
4. To revise the IQAC committee.
5. To review sports facilities as per the need of students.
6. To discuss about the book requirements in the library.
7. To review action plan for NAAC dates.
8. To prepare documents required for IIQA.
9. To train the faculty members to understand the CO, PO and PSO mapping and their attainment.
10. Any other relevant item with the permission of chair.

Following members of IQAC were present in the meeting:

Sr. No.	Name of IQAC Members	Designation	Position	Signature
1	Dr. Syed Kamaluddin	Principal	Chairman	
2	Moulvi Huzaifa Vastanvi	CEO, JIU	Management Representative	
3	Moulvi Owais Vastanvi	Administrator, JIU	Management Representative	
4	Dr. Gulam Javed	Principal, AACOP	Local Society Representative	
5	Mr. Nazir B. Tamboli	Industrialist	Industrialist	
6	Mr. Pathan Idris	Parent	Member	
7	Mr. Ansari Masood A.	Parent	Member	
8	Mr. Suhel Patel	Head, Computer Dept.	Member	
9	Mr. Shaikh Moin Ahmad	Head, Mechanical Dept.	Member	
10	Mr. Khan Adnan	Head, Electrical Dept.	Member	
11	Mr. Shaikh Ibrahim	Head, Civil Dept.	Member	
12	Mr. Saiyed Imtyajali	Registrar	Member	
13	Mr. Diwan Javed	Accountant	Member	
14	Ansari Mudassir Anjum	Alumni	Member	
15	Pathan Aamir Idris	Student	Member	





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**Minutes and resolutions:**

The meeting was started with a welcome address by the chairman of the committee. He proposed the agenda of the meeting.

In the view of said points committee has decided to take following immediate actions.

1. The meeting was started point wise in agenda and first point is taken up for discussion. Review of Third IQAC meeting is taken and it was unanimously approved the Minutes of Meeting held on 08/03/2022.
2. Action taken report of Third IQAC held on 08/03/2022.

S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Review of NAAC work	Criteria wise NAAC work was reviewed and progress of the work was found satisfactory.
2.	Planning of Extension Activities for Academic Year 2022-23.	Mr. Dnyaneshwar Bhadane has submitted the list of extension activities to be conducted during academic year 2022-23 with the approval of Principal.
3.	To initiate Face Value Enrichment Activities like fixing of charts and boards.	List of charts and boards which are required to display in labs, classrooms, corridor, administrative office and HoDs cabin etc. has been prepared.
4.	To use ICT facilities for Teaching and Learning	Most of staff members started to use ICT.

3. The review of NAAC's work is conducted criteria-wise, and the IQAC cell expressed satisfaction with the status of NAAC's work. However, the IQAC Cell did suggest to start the CO-PO mapping and their attainment.
4. As few staff members left the college, so it has been decided to replace them with other members into IQAC Committee.
5. It was brought to the notice of all IQAC members that, it is required to update the sports facilities as per the requirement of the students. IQAC informed to the Physical Director Mr. Junaid Quazi to give the list of requirement as per the need of the students.
6. As per the suggestion of faculties and HoDs, IQAC informed the Librarian Dr. Syed Noor Mohd. Aga to collect the book requirements, submit the proposal for renewal of J-Gate and Journals subscription and submit the same to the Principal within a week.
7. NAAC Coordinator Mr. Shaikh Moin was informed to prepare the NAAC action plan within 15 days.





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8. IQAC coordinator Mr. Mohammad Shakir was informed to prepare the documents required for the submission of IQA.
9. For the CO-PO mapping, it is required to train the staff members, so it has been decided that staff members have to register the NPTEL course "Teaching and Learning in Engineering." It has also been decided to attend the video lectures for the said course from 3:30 to 4:30 p.m. from Monday to Friday in seminar hall.

The meeting ended with vote of thanks to all members present for the meeting proposed by coordinator.

All the decisions taken up in this meeting are forwarded to Governing body for approval.

  
Coordinator, IQAC



  
Chairman, IQAC

Copy to Principal, HoD's and all IQAC members and administrators.





Dt: 28/02/2022

## Internal Quality Assurance Cell (IQAC)


### Third IQAC Meeting Notice

All members of Internal Quality Assurance Cell (IQAC) are hereby informed to attend the first meeting at 11:00 a.m. on 8th March 2022 in seminar hall to discuss the following agenda.

1. Confirmation and Review of Minutes of second IQAC meeting held on 12/07/2021.
2. Action taken report of second IQAC meeting held on 12/07/2021.
3. Planning of Extension Activities for Academic Year 2022-23.
4. To initiate Face Value Enrichment Activities like fixing of charts and boards.
5. To use ICT facilities for Teaching and Learning.
6. To discuss about alumni association and Alumni meet which was conducted on 26/02/2022.
7. Any other relevant item with the permission of chair.

  
Coordinator, IQAC



  
Chairman, IQAC



JIEMS/Est/10-11/

Dt: 08/03/2022

## Internal Quality Assurance Cell (IQAC)

### Minutes of Third IQAC Meeting

The third meeting of IQAC is held on 08/03/2022 at 11:00 a.m. in seminar hall to discuss the following agenda.

1. Confirmation and Review of Minutes of second IQAC meeting held on 12/07/2021.
2. Action taken report of second IQAC meeting held on 12/07/2021.
3. Review of NAAC work.
4. Planning of Extension Activities for Academic Year 2022-23.
5. To initiate Face Value Enrichment Activities like fixing of charts and boards.
6. To use ICT facilities for Teaching and Learning.
7. To discuss about alumni association and Alumni meet which was conducted on 26/02/2022.
8. Any other relevant item with the permission of chair.

Following members of IQAC were present in the meeting:

Sr. No.	Name of IQAC Members	Designation	Position	Signature
1	Dr. Syed Kamaluddin	Principal	Chairman	
2	Moulvi Huzaifa Vastanvi	CEO, JIUU	Management Representative	
3	Moulvi Owais Vastanvi	Administrator, JIUU	Management Representative	
4	Dr. Gulam Javed	Principal, AACOP	Local Society Representative	
5	Mr. Nazir B. Tamboli	Industrialist	Industrialist	
6	Mr. Pathan Idris	Parent	Member	
7	Mr. Ansari Masood A.	Parent	Member	
8	Mr. Suhel Patel	Head, Computer Dept.	Member	
9	Mr. Shaikh Moin Ahmad	Head, Mechanical Dept.	Member	
10	Mr. Bilal Patel	Head, Electrical Dept.	Member	
11	Mr. Shaikh Ibrahim	Head, Civil Dept.	Member	
12	Mr. Saiyed Imtyajali	Registrar	Member	
13	Mr. Diwan Javed	Accountant	Member	
14	Ansari Mudassir Anjum	Alumni	Member	
15	Pathan Aamir Idris	Student	Member	





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**Minutes and resolutions:**

The meeting was started with a welcome address by the chairman of the committee. He proposed the agenda of the meeting.

In the view of said points committee has decided to take following immediate actions.

1. The meeting was started point wise in agenda and first point is taken up for discussion. Review of second IQAC meeting is taken and it was solidly approved the Minutes of Meeting held on 12/07/2021.
2. Action taken report of second IQAC meeting held on 12/07/2021.

S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Review of NAAC work	NAAC Criteria wise committees was framed by office order dated 22/07/2021
2	Review of Vision, Mission and Core values of Institute.	Vision, Mission and Core values of Institute were revised.
3	Framing the PEOs, POs and PSOs of each program.	PEOs, POs and PSOs of each department were finalized.
4	Initiating Infrastructural Changes for creation Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives.	a. Rain water harvesting was initiated in the institute with the help of Mr. Rais Patel. b. Gardeners were hired by the management to keep whole campus green. c. Ramp was made for physically challenged students.
5	Review of stakeholder feedback mechanism.	It has been decided to take feedback of all stakeholders once in a academic year

3. The review of NAAC's work is conducted criteria-wise, and the IQAC cell expressed satisfaction with the status of NAAC's work. However, the IQAC Cell did suggest some changes in the qualitative aspects of the work.
4. A detailed discussion was conducted, leading to the decision to plan Extension Activities for the Academic Year 2022-23. The responsibility for this task has given. Mr. Dnyaneshwar Bhadhane (NSS Coordinator).
5. After detailed talk, it was decided to start making our college look better by doing things like putting up charts and colorful displays. Everyone agreed, and now the Principal will take care of making sure our institute looks its best.
6. The IQAC members have highlighted the significance of incorporating ICT tools within our educational framework. To ensure a seamless integration of these tools. it





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is imperative to establish a user-friendly mechanism that focuses on their implementation at the faculty level. This proactive step aims to enhance the overall quality of education we provide. Your cooperation in this endeavor is greatly appreciated.

Management has donated smart boards, and it's now decided to encourage all staff members to use them regularly for teaching and learning.

7. It was brought to the notice of IQAC that registered alumni association is required as per NAAC guidelines to have health interaction with alumni and o have provision of financial and non-financial contribution from alumni.

As a part of this we have already registered Alumni association on 05/12/2018. First Alumni meet was conducted on 26/02/2022. We got huge response from our Alumni and more than 100 alumni were present in the alumni meet which was organized by Alumni association in the college campus.

It has been decided to keep the record of the meeting and conduct Alumni meet once in two years.

The meeting ended with vote of thanks to all members present for the meeting proposed by coordinator.

All the decisions taken up in this meeting are forwarded to Governing body for approval.

**Coordinator, IQAC**



**Chairman, IQAC**

Copy to Principal, HoD's and all IQAC members and administrators



Dt: 05/07/2021

## Internal Quality Assurance Cell (IQAC)

### Second IQAC Meeting Notice

All members of Internal Quality Assurance Cell (IQAC) are hereby informed to attend the first meeting at 10:00 a.m. on 12th July 2021 in seminar hall to discuss the following agenda.

1. Confirmation and Review of Minutes of first IQAC meeting held on 23/06/2020.
2. Action taken report of first IQAC meeting held on 23/06/2020.
3. Review of NAAC work.
4. Review of Vision, Mission and Core values of Institute.
5. Framing the PEOs, POs and PSOs of each program.
6. Initiating Infrastructural Changes for creation of Girls' Common Room, Boys' Common Room, Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives.
7. Reformation of stakeholder feedback mechanism.
8. Any other relevant item with the permission of chair.

  
Coordinator, IQAC



  
Chairman, IQAC



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Dt: 12/07/2021

Internal Quality Assurance Cell (IQAC)

**Minutes of Second IQAC Meeting**

The second meeting of IQAC is held on 12/07/2021 at 10:00 a.m. in seminar hall to discuss the following agenda.

1. Confirmation and Review of Minutes of first IQAC meeting held on 23/06/2020.
2. Action taken report of first IQAC meeting held on 23/06/2020.
3. Review of NAAC work.
4. Review of Vision, Mission and Core values of Institute.
5. Framing the PEOs, POs and PSOs of each program.
6. Initiating Infrastructural Changes for creation Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives.
7. Review of stakeholder feedback mechanism.
8. Any other relevant item with the permission of chair.

Following members of IQAC were present in the meeting:

Sr. No.	Name of IQAC Members	Designation	Position	Signature
1.	Dr. Syed Kamaluddin	Principal	Chairman	
2.	Moulvi Huzafa Vastanvi	CEO, JIU	Management Representative	
3.	Moulvi Owais Vastanvi	Administrator, JIU	Management Representative	
4.	Dr. Gulam Javed	Principal, AACOP	Local Society Representative	
5.	Mr. Nazir B. Tamboli	Industrialist	Industrialist	
6.	Mr. Pathan Idris	Parent	Member	
7.	Mr. Ansari Masood A.	Parent	Member	
8.	Mr. Suhel Patel	Head, Computer Dept.	Member	
9.	Mr. Shaikh Moin Ahmad	Head, Mechanical Dept.	Member	
10.	Mr. Bilal Patel	Head, Electrical Dept.	Member	
11.	Mr. Shaikh Ibrahim	Head, Civil Dept.	Member	
12.	Mr. Saiyed Imtyajali	Registrar	Member	
13.	Mr. Diwan Javed	Accountant	Member	
14.	Ansari Mudassir Anjum	Alumni	Member	
15.	Pathan Aamir Idris	Student	Member	





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**Minutes and resolutions:**

The meeting was started with a welcome address by the chairman of the committee. He proposed the agenda of the meeting.

In the view of said points committee has decided to take following immediate actions.

1. The meeting was started point wise in agenda and first point is taken up for discussion. Review of first IQAC meeting is taken and it was solidly approved the Minutes of Meeting held on 23/06/2020.
2. Action taken report of first IQAC meeting held on 23/06/2020.

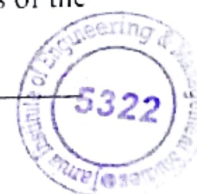
S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To decide IQAC Monitoring Mechanism.	As a part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 12/07/2021.

3. Due to Covid-19 the NAAC activities were not in pace to expected targets. By the suggestions of chair and all IQAC members it was decided to constitute criteria wise committees of staff members to expedite NAAC work and to gain momentum.
4. IQAC coordinator presented the current Vision, Mission, and Core Values of the institute. This included a detailed explanation of each element and how they have guided the institute's activities so far.

It was decided that, As IQAC has representation of all stakeholders; IQAC can work for reframing Vision, Mission and Core Values of Institute. Once the Vision, Mission, and Core Values of the Institute are framed, they will be submitted to various institute-level committees/bodies for approval.

5. A broad discussion took place, resulting in a unanimous decision that aligns with the updated guidelines of accrediting bodies such as NAAC. These guidelines emphasize the necessity of clearly defining Program Educational Objectives (PEOs), Program Outcomes (POs), and Program Specific Outcomes (PSOs) for the educational program.

In light of this, it was resolve that the Institutional Quality Assurance Cell (IQAC), which boasts representation from all relevant stakeholders, will take on the responsibility of formulating these definitions. The IQAC will spearhead a series of three meetings dedicated to crafting the Vision, Mission, PEOs, POs, and PSOs of the





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program. Subsequently, a comprehensive report encompassing these definitions will be compiled and submitted to the Principal for review.

Upon finalization of the PEOs, POs, and PSOs across all departments, these definitions will undergo scrutiny within various institute-level committees and bodies for official approval.

6. A comprehensive discussion concluded with a decision to start making improvements in the infrastructure. These improvements include setting up systems for rainwater harvesting, implementing waste management measures, enhancing accessibility for people with physical disabilities, and introducing environmentally friendly initiatives.

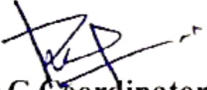
It was agreed that Mr. Ibarhim Shaikh (Head of the Civil Engineering Department) and Mr. Javed Diwan (Accountant) would be responsible for overseeing the execution of these changes under the guidance of the Principal. Once the work is completed, they are required to prepare a report and submit it to the IQAC (Internal Quality Assurance Cell).

7. Mr Shaikh Moin (NAAC Coordinator), suggested that it's important to review the way we gather feedback from all stake holder our institution. This is necessary to enhance the process at the institutional level according to NAAC standards.


After a detailed discussion, it was agreed that we should make changes in how we collect, analyze, and act upon feedback from all stakeholders. Mr. Sufiyan Anjum, Member of NAAC Criteria 1 committee, has taken the responsibility of updating the current feedback forms and developing a new approach.

The meeting ended with vote of thanks to all members present for the meeting proposed by coordinator.

All the decisions taken up in this meeting are forwarded to Governing body for approval.

  
IQAC Coordinator



  
Principal

Copy to Principal, HoD's and all IQAC members and administrators





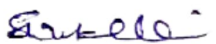
Dt: 15/06/2020

## Internal Quality Assurance Cell (IQAC)

### First IQAC Meeting Notice

All members of Internal Quality Assurance Cell (IQAC) are hereby informed to attend the first IQAC meeting at 11:00 a.m. on 23rd June, 2020 to discuss the following agenda. The meeting will be held in online mode and link will be shared to all members one hour before scheduled time.

1. Confirmation and Review of Minutes of Meeting held on 08/06/2020.
2. Action taken report of Meeting held on 08/06/2020.
3. Opening words by Chairman.
4. To introduce all the members of IQAC.
5. Introductory words by IQAC Coordinator.
6. To decide the Goals and Objectives of IQAC.
7. To decide functions of IQAC.
8. To decide IQAC Monitoring Mechanism.
9. Any other relevant item with the permission of chair.

  
Principal





Dt: 23/06/2020

## Internal Quality Assurance Cell (IQAC)

### Minutes of first IQAC Meeting

The first meeting of IQAC is held on 23/06/2020 at 11:00 a.m. is held in online mode regarding the quality improvement and accreditation of institute to discuss the following agenda.

1. Confirmation and Review of Minutes of Meeting held on 08/06/2020.
2. Action taken report of Meeting held on 08/06/2020.
3. Opening words by Chairman.
4. To introduce all the members of IQAC.
5. Introductory words by IQAC Coordinator.
6. To decide the Goals and Objectives of IQAC.
7. To decide functions of IQAC.
8. To decide IQAC Monitoring Mechanism.
9. Any other relevant item with the permission of chair.

Following members of IQAC were present in the meeting:

Sr. No.	Name of IQAC Members	Designation	Position	Signature
1.	Dr. Syed Kamaluddin	Principal	Chairman	
2.	Moulvi Huzaifa Vastanvi	CEO, JIU	Management Representative	
3.	Moulvi Owais Vastanvi	Administrator, JIU	Management Representative	
4.	Dr. Gulam Javed	Principal, AACOP	Local, Society Representative	
5.	Mr. Nazir B. Tamboli	Industrialist	Industrialist	
6.	Mr. Pathan Idris	Parent	Member	
7.	Mr. Ansari Masood A.	Parent	Member	
8.	Mr. Suhel Patel	Head, Computer Dept.	Member	
9.	Mr. Shaikh Moin Ahmad	Head, Mechanical Dept.	Member	



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10.	Mr. Bilal Patel	Head, Electrical Dept.	Member	
11.	Mr. Shaikh Ibrahim	Head, Civil Dept.	Member	
12.	Saiyed Imtyajali	Registrar	Member	
13.	Mr. Diwan Javed	Accountant	Member	
14.	Ansari Mudassir Anjum	Alumni	Member	
15.	Pathan Aamir Idris	Student	Member	

### Minutes and resolutions:

The meeting was started with a welcome address and introduction of committee members by the chairman of the committee. He explained the importance, responsibility and role of the committee in accreditation process and improvement of quality.

In the view of said points, committee has decided to take following immediate actions.

1. The meeting was started point wise in agenda and first point is taken up for discussion. Review of last meeting is taken and it was unanimously approved Minutes of Meeting held on 08/06/2020.
2. Action taken report of teaching and non-teaching staff meeting held on 08/06/2020.

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To start NAAC work.	Revised NAAC Manual released in February 2020 is provided to all teaching and non-teaching.
2.	Constitution of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 10/06/2020.
3.	Constitution of IQAC.	IQAC Office Order was taken out at institute dated 10/06/2020 and First Meeting of IQAC is planned on 23/06/2020.

1. The meeting was started with a welcome address by the chairman of the committee. In the process of accreditation by National Assessment & Accreditation Council (NAAC), it is the responsibility of committee to guide and suggest in the preparation of Self Study Report (SSR). Keeping the strengths and limitations of the college in mind committee has decided to focus on major points like teaching learning process, infrastructural development, to strengthen the training, developing the skills of students and staff (including non-teaching) and to establish strong linkage with all stake holders.





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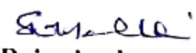
2. Self-introduction of all IQAC members was given.
3. IQAC coordinator make known to all present members about the goals, objectives, functioning and monitoring mechanism of IQAC as per NAAC guidelines.
4. After the discussion with all IQAC members the Goals and Objectives of IQAC were decided as follows:-
  - The main goal of IQAC is to create a framework for deliberate, consistent, and catalytic action to enhance the institution's academic and administrative performance.
  - Additionally, it encourages institutional actions that will improve quality by internalizing and Institutionalizing a culture of excellence and best practices
5. After detailed discussion with all IQAC members following are the functions of IQAC were decided:
  - a. Executing academic, administrative, and financial tasks in a timely, effective, and progressive manner.
  - b. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
  - c. Documentation of the various programs/activities to enhance quality.
  - d. Organization of programs at the Institute level and programs that are related to quality.
  - e. Serving as the central node of institute for organizing activities relating to quality, such as the adoption and distribution of best practices.
  - f. Ensuring the appropriate allocation, maintenance, and adequacy of support structures and services.
6. In order to preserve the general quality culture in the institute, it was determined that as part of the IQAC Monitoring Mechanism, IQAC should meet once in six months/ as need arises, examine all the activities mentioned in the previous paragraphs, and provide any appropriate suggestions or corrective actions. The meeting ended with vote of thanks to all members present for the meeting proposed by coordinator.

The meeting ended with vote of thanks to all members present for the meeting proposed by coordinator.

All the decisions taken up in this meeting are forwarded to Governing body for approval.

  
IQAC Coordinator



  
Principal

Copy to Principal, HoD's and all IQAC members and administrators