

Dr. Rafiq Zakaria Campus-I
Maulana Azad College Arts, Science and Commerce
Aurangabad

All staff – grant/in aid / All staff – non grant / All staff – PG/ HODs/ CEC/ IQAC /office staff

e-notice/Notice/date :- 19/09/2020

All the members of the IQAC are hereby informed to attend a meeting on 21.09.2020 to finalize the recommendation of courses to be conducted on self financing basis or under the CPE scheme.

Agenda :- IQAC to recommend certificate courses/ value added courses/ bridge courses in self financing mode or under the CPE scheme.

Minutes of the meeting:- 21.09.2020

A meeting of IQAC was convened to finalize the recommendation of courses (Certificate course, Bridge course, Value added course under CPE grants or in self financing mode.

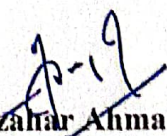
In all four certificate courses have been recommended under CPE, one certificate course in self defense has been recommended on self financing basis.

Four bridge courses (Microbiology, Commerce and mgmt sciences and Electronics) have been recommended.

One value added courses has been recommended , to be conducted by the Dept.of Physics and Electronics and one value added course has been given approval ,to be conducted by the Dept.of Zoology.

Two certificate courses have been recommended (Persian language and Short hand).

Two certificate courses from YCMOU are also being recommended in Beekeeping and Farmer's produce and company management (Centre for collaborations and special initiatives).


Dr. Mazhar Ahmad Farooqui
(Principal)
Maulana Azad College
Aurangabad

Dr. Rafiq Zakaria Campus-I,

Maulana Azad College of Arts, Science and Commerce, Aurangabad.

Resolution of IQAC

Dt: 21.09.2020

In order to achieve the goals and objectives as mentioned in the CPE proposal and in accordance with the vision- mission statement of the college, the IQAC recommends the following courses to be conducted under CPE/ Self financing mode to be conducted by specific departments, faculties or by college committees under the aegis of the IQAC for the year 20-21 .


- 1) Ethnobotany And Extraction of Phytochemicals(Under CPE)
- 2) Plant Tissue Culture (Under CPE)
- 3) Marathi bhasha, Lekhan., Bhashan, Sambhashan, Kaushalya, Pramanpatra, Abhyaskaram (Under CPE)
- 4) One Month Certificate Course In Self Defense For Girls (WDC)
- 5) Persian language (in collaboration with the Consulate of Iran)
- 6) Short Hand Classess (Dr.Atheruddin Quadri)
- 7) Urdu Calligraphy (Under CPE)
- 8) Bridge Course for B.Sc. S.Y (Microbiology)
- 9) Bridge Course for B.Sc. T.Y (Microbiology)
- 10) Bridge Course in Commerce and Management Science (Commerce and Mgmt Sciences)
- 11) Value added course: Hands on training of 8086 Microprocessor kit (Dept of Physics and electronics in association with Dept of Management sciences and Computer studies)
- 12) Bridge Workshop on Practical fundamentals in Electronics (Dept. of Physics and Electronics)
- 13) Value added courses: Aptitude testing “ Zoology Test Series” has commenced from 12th June 2020 with the permission of Principal.
- 14) Two Courses from YCMOU are also being added for admitting students in 20-21.
 - a. Certificate course in Bee keeping (Dept. of Zoology)
 - b. Certificate programme in farmer produce and company management. (Dept. of commerce and Management sciences).

The following courses have been granted CPE approval in 2018-19 and one value added course to be conducted by the department has been approved in 2019-20 respectively :

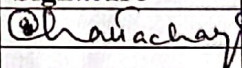
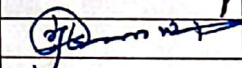
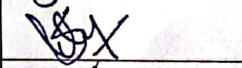
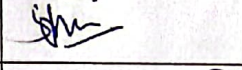
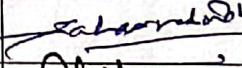
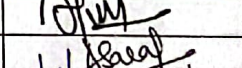
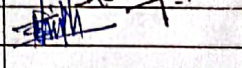
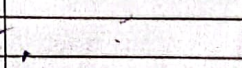
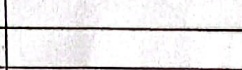

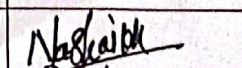
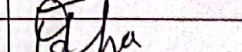


Courses recommended in 2018-19:

- a. Instrument handling Course (Dept. of Chemistry)
- b. Ten weeks Entrepreneurship skill development programme (Dept. of Commerce and Management sciences)
- c. Soft skill development programme (Dept. of English)
- d. Sports club for Cricket coaching , Judo and Taekwondo (Dept. of Physical education)

Value added course recommended in 2019-20: Skill development in PTC and ATC (Microbiology)


Dr. Mazahar Ahmad Farooqui
Principal
Maulana Azad College
(Principal)
Aurangabad

IQAC members 20-21: Recommendation of courses under CPE/ Self financing mode to be conducted by specific departments, faculties or by college committees under the aegis of the IQAC for the year 20-21 .

Sr.No	Name of the IQAC member	Designation	Signature
1	Dr. Aditi Bhattacharya	IQAC Coordinator	
2	Mr. Rajan Shinde	NAAC Coordinator	
3	Dr. Arif Pathan	Teaching staff	
4	Dr. Syed Sultan	Teaching staff	
5	Dr. J.D. Shaikh	Teaching staff	
6	Dr. Madhuri Sahasrabudhe	Teaching staff	
7	Dr. Sadikali Shaikh	Teaching staff	
8	Dr. Aparna Saraf	Teaching staff	
9	Dr. Shaikh Kalimoddin	Teaching staff	
10	Dr. Atheruddin Quadri	Teaching staff	
11	Dr. Hasvi Khairul Makeen	Teaching staff (Non grant)	
12	Mr. Aziz Mulla	Management	
13	Dr. Mohd Shafi	Member from local society	
14	Mr. Shaikh Salim , Ulman Laboratories	Industrialist	
15	Mr. Nasir Shaikh , Horizon Technologies.	Alumni	
16	Syeda Zuha Fatima	Student member	

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e-notice/Notice/date :- 28/10/2020

All the members of the IQAC are hereby informed to attend a meeting on 29.10.2020 in IQAC at

Agenda :- AQAR 2018-2019 to be uploaded by 31st October 2020.

CAS proposals – verification of activity records by IQAC as per Principal's endorsements

Student progression format.

Required policy documents to prepared

Gender action plan of IQAC

IQAC plan for FDPs/office staff orientations

IQAC plan for quizzes/questionnaires

Minutes of the meeting:- 29.10.2020

1) AQAR – 2018-2019 which was filled up earlier but not uploaded due to pandemic was checked once again by IQAC.

2) CAS proposals have been placed before IQAC , of following faculty members :

- | | |
|------------------------------|--------------------------|
| a) Dr. Mohd. Rafiuddin Naser | Academic level 12 to 13A |
| b) Dr. Mohd Asif | Academic level 12 to 13A |
| c) Dr. Shaikh Kalimoddin | Academic level 11 to 12 |
| d) Dr. Quazi Naveed Ahmed | Academic level 11 to 12 |
| e) Dr. Mohd Mukhtar | Academic level 11 to 12 |
| f) Dr. Aparna Saraf | Academic level 13A to 14 |
| g) Dr. Atheruddin Quadri | Academic level 11 to 12 |
| h) Ms Mahejabin N.Sayyad | Academic level 11 to 12 |


Format for student progression will be prepared and uploaded on the website.

Gender action plan has been prepared by IQAC and allotted to different committees/departments.

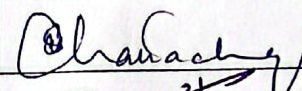
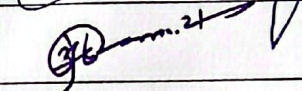
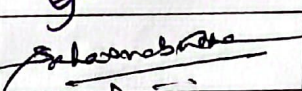

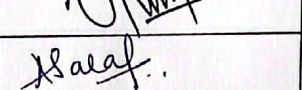
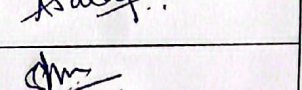
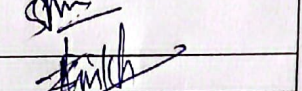
Plan of IQAC for FDP/orientation /hands on training /online teaching and doubt clearing sessions has been prepared by IQAC.

Plan of IQAC for quizzes and questionnaires has been prepared by IQAC and given to departments for framing the questions.

Additional Policy documents will be prepared as needed by IQAC/criteria committees.


Dr. Mazahar Ahmad Farooqui
(Principal)
Maulana Azad College
Aurangabad

IQAC members present for the meeting:

Srno.	Name of the faculty	Designation	Signature
1	Aditi Bhattacharya	IQAC coordinator	
2	Dr. Arif Pathan	Member ,IQAC	
3	Dr. Madhuri Sahasrabudhe	Member ,IQAC	
4	Dr. Sadikali Shaikh	Member ,IQAC	
5	Dr. Aparna Saraf	Member ,IQAC	
6	Dr. J.D. Shaikh	Member ,IQAC	
7	Dr. Shaikh Kalimoddin Rashid	Member ,IQAC	

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e-Notice/Notice/date :- 05/11/2020

As per the Principal's directive, all the members of IQAC are required to be present in IQAC at 12p.m. on 06.11.2020 to finalize a plan for webinars, approve the teaching timetables, scrutinizing the CAS proposals of the faculties. Those due for CAS should submit their proposals to IQAC along with documentary proof by 11a.m.

Agenda :- Teaching timetables and admissions by IQAC.

IQAC to plan for a series of webinars/seminars on language and literature, mental health, financial wellbeing, academics, competitive studies, pandemic during lockdown. Seminars to be decided as per the directives of district administration.

CAS proposals of four of the faculty members have been submitted to verify the CAS scores.

Minutes of the meeting:- -06.11.2020

The college teaching schedule for 20-21 will be as per old time table as notified by the college office in June and will be conducted in online mode till further instruction from the district administration and the University.

The B.Sc FY classes have commenced from November and the SY and TY classes have started in September as per University calendar.

Time table for virtual classes if needed will be prepared and implemented in December.

IQAC to plan for a series of webinars/seminars on language and literature, mental health, financial wellbeing, academics, competitive studies, pandemic during lockdown which will be submitted in 5 days time. Seminars to be decided as per the directives of district administration.

CAS proposals of 4 teachers have been submitted in IQAC. The proposals were scrutinized and scores were verified. The IQAC members signed on the proposals. After competition of scrutiny by IQAC, Principal Dr. Mazahar Ahmad Farooqui signed on the proposals.

Action taken report : Meeting dated 29.10.2020

CAS proposals –The verification of activity records by IQAC Coordinator has been done and the CAS score verification has been done by IQAC.

Student progression format has been finalized by IQAC and will be taken online through google forms.

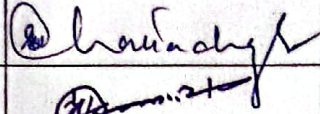
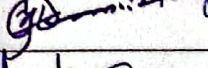
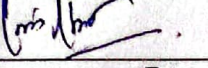
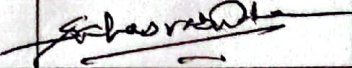
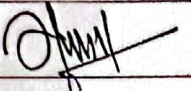
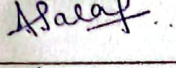

Required policy documents to prepared: Policy documents pertaining to academic and administrative functioning have been drafted by respective committees as per the requirements of AQAR.


Gender action plan of IQAC has been finalized and allotted to the committees or departments for execution of the plan.

IQAC plan for FDPs/office staff orientations: IQAC has drafted a tentative plan for FDP/Orientation/Colloquium/Hands on training , to be implemented as per schedule by IQAC and e-learning committee.

IQAC plan for quizzes/questionnaires: The plan with tentative topics has been prepared and allotted to different departments with an aim of popularizing the subject, generating awareness or providing insights into the topic.

IQAC members present for the meeting:

Srno.	Name of the faculty	Designation	Signature
1	Aditi Bhattacharya	IQAC coordinator	
2	Dr. Arif Pathan	Member ,IQAC	
3	Dr. Anis Ahmed Shaikh	Member ,IQAC	
4	Dr. Madhuri Sahasrabudhe	Member ,IQAC	
5	Dr. Sadik Ali	Member ,IQAC	
6	Dr. Aparna Saraf	Member ,IQAC	
7	Dr. J.D. Shaikh	Member ,IQAC	


Dr. Mazahar Ahmed Farooqui
(Principal)

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e-Notice/Notice/date :- 13/02/2021

As per the Principal's directive, all the members of IQAC are required to be present in IQAC at 11.30 a.m. on 14.02.21 to finalize the time table and IQAC plan for the academic year 20-21 after reopening for students from 15th Feb 2021

Agenda :- Teaching timetables, vaccination camp, collection of vaccination certificates from students and IQAC plan of activities.

Minutes of the meeting:- 14.02.2021

The college teaching schedule for 20-21 which commenced from 15th June 2020 in online mode will commence in offline mode from 15th Feb 2021 as per the guideline of the District administration. The time table has been prepared by the time table committee which has been verified by IQAC for implementation from 15th Feb 2021. Monitoring of portion completed by faculties in online and offline mode will be done by the Academic committee and scrutinized by IQAC.

COVID task force of the college will collect the vaccination certificates as per the guidelines of the district administration. IQAC has planned for a series of webinars/seminars on IPR, career opportunities, FDP, language and literature, mental health, financial wellbeing, academics, competitive studies, Mental health, stress management post lockdown, language , literature which will be conducted as per schedule in online mode only. Offline Seminars/workshops to be decided as per the directives of district administration.

Action taken report : Meeting dated 06.11.2020

Teaching timetables and college admissions by IQAC: Teaching timetables will be as per 19-20 time table which has been instructed through notice dated 18.06.2020 by the Principal's office. Virtual time table has been prepared by the Time table committee for implementation from 15th December 2020.

CAS proposals of four of the faculty members have been submitted to verify the CAS scores which has been done by IQAC.


IQAC to plan for a series of webinars/seminars on language and literature, mental health, financial wellbeing, academics, competitive studies, pandemic during lockdown. Seminars to be decided as per the directives of district administration: A list of webinars has been prepared by

IQAC along with the departments who would be conducting them. Some of the webinars will be conducted during lockdown and a few will be taken after unlock.

IQAC plan for quizzes/questionnaires: The plan with tentative topics has been prepared and allotted to different departments with an aim of popularizing the subject, generating awareness or providing insights into the topic.

IQAC members present for the meeting:

Srno.	Name of the faculty	Designation	Signature
1	Aditi Bhattacharya	IQAC coordinator	
2	Dr. Arif Pathan	Member ,IQAC	
3	Dr. Anis Ahmed Shaikh	Member ,IQAC	
4	Dr. Madhuri Sahasrabudhe	Member ,IQAC	
5	Dr. Sadik Ali	Member ,IQAC	
6	Dr. Aparna Saraf	Member ,IQAC	
7	Dr. J.D. Shaikh	Member ,IQAC	


Dr. Mazahar Ahmed Farooqui
(Principal)

PRINCIPAL
Maulana Azad College
AURANGABAD.