

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

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**e-notice/Notice/date :- 26/11/2021**

It is here by directed by the Principal that there will be a meeting of all IQAC members in the IQAC tomorrow i.e. on 27/11/21 at 11.30 a.m in the IQAC hall. All the IQAC members are required to be present for the meeting.

**Agenda :-** NAAC documentation, review of appraisals, Plan of IQAC, budget planning, FDP, lecture series.

**Minutes of the meeting:- Dt: 27.11.2021**

A review of submission of annual appraisals submitted by the faculty members was done by IQAC. A review of data collection for AQAR 2020-21 was done by IQAC members. API score of Prof. Haseeb Ahmed was verified by IQAC.

It is resolved that the Mentee-Mentor ratio shall be upgraded as the CHB/Visiting faculty appointments have been made. The mandatory 6 hrs of attendance in college for all CHBs has been conveyed to all the CHB teachers and will be as was the practice in 19-20. Annual budget was reviewed by IQAC and to be revised and re-submitted by accounts department. It is resolved to propose to CDC to commence in house research project scheme for promotion of research. Certificate course in Marathi, Self defense to be inaugurated.

A revision of the library (Main) timings from 8 a.m. to 5 p.m. is being resolved for implementation. Reading room timings will be from 5 pm to 10 pm. It is resolved to arrange the "Ahmed Zaheer lecture series" as a mark of remembrance for our late former Principal, a teacher and a research guide for many of the colleagues on the campus. Plan to conduct an FDP on 'Gearing up for NAAC', Maulana Azad Lecture series, lectures on competitive studies.


**Action taken report for meeting 31.08.2021:**

The grand success of sports festival was duly appreciated by one and all.

Plantation of medicinal plants under Ministry of Ayush, My earth initiative (Mazhi Vasundhara abhiyan) has been undertaken by the college. Webinar on IPR was delivered by Dr. Swaroop Lahoti and Webinar on Post Covid mental health was a grand success.

"Swacchta hi seva" under the Clean India initiative has been successfully undertaken by the NSS.

The FDP on blended learning has been effectively conducted by the IQAC on 23<sup>rd</sup> September 2021.

  
**Dr. Mazahar Ahmad Farooqui**  
**(PRINCIPAL)**  
**Maulana Azad College**  
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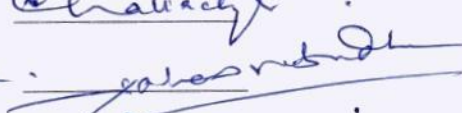
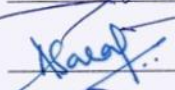
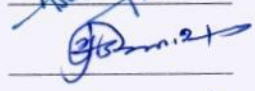
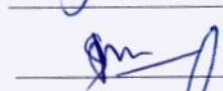

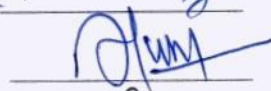
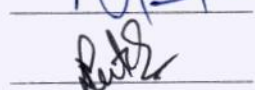
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e-notice/Notice/date:- 26/11/2021 .

Meeting dated 27/11/2021 .

Name and signatures:-

1. Dr. Aditi Bhattacharya @brautachyl
2. Dr. Madhu Sahasrabudhe . 
3. Dr. Apurva Saraf. 
4. Dr. Anif Pathan . 
5. Dr. J. D. Shaikh . 
6. Dr. Hanvi Khairul Majeed . 
7. Dr. Sadikali Shaikh . 
8. Dr. Prashant Nefankar . 
9. \_\_\_\_\_
10. \_\_\_\_\_



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**e-notice/Notice/date:- 22/7/2021**

All the members of IQAC are here by informed that there will be a meeting of IQAC on 26<sup>th</sup> July 2021 at 12 pm, in the IQAC to decide the plan of action and also assess the preparedness of the College for NAAC inspection.

**Agenda:-** To assess the NAAC cycle III preparedness of the college.

**Minutes of the meeting: - 26.7.2021**

The gender sensitization action plan, extension activities plan, college committees, nodal officers and Academic calendar of the college will be prepared by IQAC for the academic year 21-22. College perspective plan will be put up in IQAC.

The FDP on “Gearing up for NAAC assessment” from 13<sup>th</sup> Jan to 25<sup>th</sup> Jan 21 was a success as faculties attended the sessions regularly and also put up queries and gave suggestions.

The research committee to finalize the research practices code of conduct.

Value added courses conducted by MANU & YCMOU will be taken up in the coming year. Feedback analysis has to be submitted to Criteria I along with Action taken report.

MOOC and NPTEL courses to be identified by respective HOD’S and promoted in respective classes along with Infosys springboard courses.

Checklist for the departments and has been provided by IQAC.

**Action taken report : Meeting dated 14.02.2021**

Student vaccination certificates have been collected have been collected by the dedicated committee as well as by departments.

Instructions given by the district administration have been circulated virtually and also displayed on notice boards.

Online lecture links of faculties have been submitted in IQAC along with details of portion completed.

Webinars as planned by IQAC have been conducted and have received good response from students , staff as well as local community.

Two FDPs have been conducted under the aegis of IQAC as per plan of action in the meeting dated 14.2.21/

  
**Dr. Mazahar Ahmed Farooqui**

**Principal**

**Maulana Azad College**  
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e-notice/Notice/date :- 22/7/2021 .

Name and signatures:- Meeting dated 26/7/2021

1. Dr. Aditi Bhattacharya Bhattacharya - IQAC coordinator
2. Dr. Aparna Saraf Saraf
3. Dr. Madhuri Sahasrabudhe Sahasrabudhe
4. Dr. J. D. Shailch Shailch
5. Dr. M. A. Beni Beni
6. Dr. Shaikh Kalimoddin R. Shaikh
7. Rajan Shinde - Rajan
8. Dr. Hani Khairi Makren Makren
9. Dr. Azif Pathan Pathan
10. Dr. Sayyad Sultan Sultan



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**e-notice/Notice/date :- 30/08/2021**

A meeting of IQAC member s has been called for finalizing the IQAC plans , college committees as per the minutes of meeting dated 26.7.21. IQAC members are required to be present in the IQAC from 1.30pm for uploading and to also check the website links. This is as per the Principal's directives.

**Agenda :-** Verification of the uploaded data saved before final uploading (AQAR-19-20)

**Minutes of the meeting:- 31.08.21**

The data has been collected and verified by Incharge of respective criteria along with the committee members as well as by IQAC. All the IQAC members have gone through the data and found it to be satisfactory. Thus the IQAC has resolved to upload the same.

Certificate courses to be conducted as per plan of IQAC. Tree plantation, cleanliness and awareness drives to be taken up for Commemoration of diamond jubilee celebration of Indian independence. One FDP on blended learning or innovative teaching methods has been planned in September. A mega sports festival has been planned out for the students. Committees have been framed and duties have been assigned to them.

A few suggestions have been received from IQAC members regarding training of students for awareness campaigns, gender sensitization which will be taken up by them in their neighborhoods in association with NCC NSS for adding to the outreach activities of the college. Webinar on IPR to be scheduled by the IQAC in the month of October.

IQAC to collect the annual plans from departments as well as college committees.


**Action taken report of the meeting dated 26.7.21:**

The research committee has finalized the research practices code of conduct and will be available in the research centres of the college.

Two of the Value added courses on Bee keeping and Farmers produce management conducted by YCMOU will be implemented for students.

MOOC and NPTEL courses have been identified by respective HOD'S and promoted in respective classes along with Infosys springboard courses.

The gender sensitization action plan, extension activities plan, college committees, nodal officers and Academic calendar of the college has been approved by IQAC for the academic year 21-22.

  
**Dr. Mazhar Ahmed Farooqui**  
**Principal**  
**Maulana Azad College**  
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e-notice/Notice/date :- 31/08/2021

AQAR-19-20 verification and uploading

Name and signatures:-

1. Dr. Aditi Bhattacharya Bhattacharya
2. Dr. Madhuri Sahasrabudhe Sahasrabudhe
3. Dr. Aparna Sanaf Sanaf
4. Dr. Sayyad Sultan Sy
5. Dr. Sharikh J-D Dr
6. Dr. Hasvi Khariw Mahsen ly
7. Dr. Arif Pathan Arif Pathan
8. \_\_\_\_\_
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**e-notice/Notice/date :- 08/02/2022**

It is hereby informed to all members of the IQAC that there will be a meeting at 12 p.m in the Principal's office regarding the review of curricular, co-curricular and extracurricular activities and scheduled visit to New Arts, Commerce and Science College , Ahmednagar.

**Agenda :-** List of queries ,NAAC manual, SOP, guidelines of NAAC, FDP, Lecture on Gender sensitization

**Minutes of the meeting:- Dt:08.02.22**

A review of college committees and departmental activities was taken in which the activities taken under participative learning, experiential learning, life skills, soft skills, professional ethics, problem solving have been approved and some suggestions were also given so as to improve the content. A review of teaching plans, teachers diary, learner levels evaluation, conceptual teaching plan, advances in respective fields of study, Continuous internal evaluation, has been taken by IQAC , of the departments and found it to be as per the policy document on curriculum delivery.

Certificate courses are being conducted as per recommendations of IQAC. Activities to be undertaken on the eve of International womens day.


An FDP has been planned to address "Teaching , learning and evaluation" while the other on Swayam digital initiative. A lecture on Gender equality through legal empowerment as well as the IUPAC GWB webinar will be conducted by the college. Committees have been formed and duties have been allotted to them.

The work done by the College magazine committee was presented to IQAC. "Marathi bhasha Gaurav din" has been planned through a poetry recitation session. Visit of IQACmembers scheduled for Ahmednagar College.

**Action taken report for meeting 27.11.2021:**

Certificate course in Marathi, Self defense has been inaugurated by Dr.Nikhil Gupta (Commissioner of Police). The itinerary has been circulated amongst the teachers for the lectures to be taken under "Ahmed Zaheer lecture series". More than 30 lectures have been delivered by the faculty virtually on Zoom platform.

FDP on "Gearing up for NAAC" has been well appreciated by the faculty. Maulana Azad Lecture series sponsored by NCPUL has also been conducted by the college. A lectures on "Equipping for competitive studie has been addressed by Dr.Neelam Vikram Patil (Assistant Commissioner, divisional office)

  
**Dr. Mazahar Ahmed Farooqui**  
**(Principal)**  
**Maulana Azad College**  
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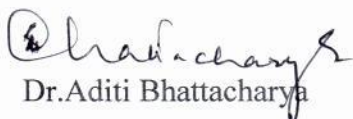
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**Resolution of IQAC**

**Dt.: 08.02.2022**


In accordance with the vision- mission statement of the college, the IQAC recommends the following certificate courses to be conducted in Self financing /college financed mode by departments and faculties under the aegis of the IQAC for the year 21-22 .

- 1) Certificate course in "Understanding of Indian History"
- 2) Certificate course in "Practical applications of soil microbiota"
- 3) Certificate course in "Laboratory techniques in Microbiology"
- 4) Certificate course in "Functional Arabics"
- 5) Certificate course in "Maulana Abul Kalam Azad –Personality and dimension (Zaat-zihayat)"
- 6) Certificate course in " Identification of gemstones and navratnas".
- 7) Certificate course in "Aquascaping and ornamental fishes"

  
Dr. Aditi Bhattacharya

(IQAC Coordinator)

**COORDINATOR**  
Internal Quality Assurance Cell  
Maulana Azad College of Arts,  
Science & Commerce, Aurangabad.

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



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e-notice/Notice/date :- 02/02/2022

Visit to New Arts, Comm + Science college, Ahmednagar  
Resolution of IQAC for recommendation of certificate courses (21-22)

Name and signatures:-

1. Dr. Arif Bhatnagar

Arif Bhatnagar

2. Dr. J. D. Shetkar

J. D. Shetkar

3. Dr. Sayyad Sultan

Sayyad Sultan

4. Dr. Parshant Netamkar

Parshant Netamkar

5. Dr. Madhuri Sahasrabudhe

Madhuri Sahasrabudhe

6. Dr. Aparna Saraf

Aparna Saraf

7. Dr. Arif Pathan

Arif Pathan

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**e-notice/Notice/date :- 16.04.22**

It is hereby informed to all members of the IQAC that there will be a meeting at 11.30 a.m in the IQAC office regarding the provisions and eligibility for PAC, preparations for practical examinations and the handing over of the Green champion certificate by the District Collector.

**Agenda :-** The PAC manual has been circulated earlier for refence.

**Minutes of the meeting:- Dt:16.04.22**

The provisions of the PAC manual were discussed along with its pros and cons. It was resolved that the college should opt for PAC and continue with the AQAR 20-21 as well as drafting of RAR.

A review of the online classes on account of the lockdown in January was done. University theory examination have concluded. A review of completion of practicals and theory and preparations for practical examinations was also done.

The District Green champion award will be handed over to the Principal by the District Collector. A committee has been formed to execute the programme and communicate with the P.A to District Collector.

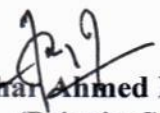
It is resolved to undertake Ecoconsciousness activities and plan for International Yoga day and World Environment day as per schedule.

**Action taken report for meeting 08.02.2021**

Several activities have been conducted on the eve of International womens day and has been mentioned in the Annual report of the College. The IUPAC GWB webinar was conducted by the college and was a grand success.

An FDP on “Overview of NAAC criteria with special reference to Teaching , learning and evaluation” has been conducted successfully. Another FDP on “Swayam digital initiative” has also been conducted in online mode.

A lecture on Gender equality through legal empowerment-POSH 13 has been conducted by the IC and has received good reviews. “Marathi bhasha Gaurav din” has been celebrated through a self-written poetry recitation session of poets from the region.

  
**Dr. Mazahar Ahmed Farooqui**  
**(Principal)**  
**PRINCIPAL**  
**Maulana Azad College**  
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E-notice/Notice/date:- 16/04/2022

Name and signatures:-

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|----------------------------------|----------------------|
| 1. <u>Dr. Aditi Bhattacharya</u> | <u>@hatty</u>        |
| 2. _____                         | _____                |
| 3. <u>Dr. Asif Pathan</u>        | <u>Asif Pathan</u>   |
| 4. <u>Dr. J. D. Shaikh</u>       | <u>Shm</u>           |
| 5. <u>Dr. Aparna Saraf</u>       | <u>Aparna Saraf</u>  |
| 6. <u>Dr. Madhuri Sakam</u>      | <u>Madhuri Sakam</u> |
| 7. <u>Dr. Naziya Pathan</u>      | <u>Naziya Pathan</u> |
| 8. <u>Dr. Shaikh Sadikali</u>    | <u>Sham</u>          |
| 9. <u>Dr. Sayyad Sultan</u>      | <u>Sultan</u>        |
| 10. <u>Dr. Ashfaq Khan</u>       | <u>Ashfaq Khan</u>   |