

**SAIFEE GOLDEN JUBILEE QUADERIA COLLEGE, BURHANPUR (M.P.)**

**I.Q.A.C. Minutes of the meeting**

**Date 10-07-2019**

I.Q.A.C. meeting was conducted today on 10th instant in the secretary's office at 4 Pm. and the following members were present.

1. Mulla Ali Asger Takliwala
2. Prof. M.H.Saleem
3. Mulla Shabbir Zafar
4. Mulla Ali Hassan Taqui
5. Prof. I.A. Siddiqui
6. Prof. Dr. Rajkumari George
7. Prof. Sk. Mohammed
8. Dr. Mohd. Usman Ansari
10. Prof. Mohd. Ismail
11. Prof. Chandrakant Mahajan
12. Mohd. Faizan Khan
13. Mr. Shriram Jadhav
14. Mr. Vaman Prajapati
16. Dr. S.M.Sadique

The meeting was convened by the Principal with the permission of the secretary and the points of discussion were the following. :-

1. The Principal made an overall presentation of the previous sessions activates and the following points were covered.
  - a. AQAR 2018-19 preparation for submission.
  - b. Newsletter publication and distribution.
  - c. Glimpses of various activates conducted in the college.
  - d. Previous year's results of the students-The members expressed satisfaction on the performance of the students.
  - e. Procedure and progress of admission for the current year.
  - f. Discussion about the present status of the library, sports and games field, administrative office and class rooms, infrastructure etc.

After a long discussion it was concluded that more priority should be given in sports and games field, library and administrative office and the following plan of action was framed for the session 2019-20.

1. Library-completes automation of the library, with journals, books, software etc.
2. Sports and games - sports room arrangement, construction of basket ball court, renovation of existing playgrounds for Volleyball, Kho-kho, Khabbadi.
3. Office up gradation.
4. Development in the academic field, up gradation of I C T rooms, arrangement of guest lecturers, organization of seminars etc.
5. Botanical garden enrichment and beautification.
6. Timely submission of AQAR.
7. News letter and Manuscript Magazine publication.
8. Replacement of classroom and office furniture.

The meeting was concluded with the words of the secretary appreciating the works of the IQAC in its dedicated performance for the betterment of the institution. He also expressed satisfaction over the magnificent performance of the students in the previous academic year.

Finally the director expressed thanks to all the members of the IQAC especially the honorary members.



Co-ordinator



Director



Principal

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#### Action Taken Report

|    |  |                     |
|----|--|---------------------|
| a. | AQAR 2018-19 preparation for submission.   | Completed           |
| b. | Newsletter publication and distribution  | Fulfilled           |
| c. | Glimpses of various activates conducted in the college.  | Successfully done   |
| d. | Previous year's results of the students-The members expressed satisfaction on the performance of the students.                         | satisfactory        |
| e. | Procedure and progress of admission for the current year.  | satisfactory        |
| f. | Discussion about the present status of the library, sports and games field, administrative office and class rooms, infrastructure etc. | Discussed in detail |

**SAIFEE GOLDEN JUBILEE QUADERIA COLLEGE, BURHANPUR (M.P.)**

**I.Q.A.C. Minutes of the meeting**

**Date 13-12-2019**

The I.Q.A.C. meeting was conducted today Friday the 13th instant in the secretary's office and the following members were present.


1. Mulla Ali Asger Takliwala
2. Prof. M.H.Saleem
3. Mulla Shabbir Zafar
4. Dr. Altaf Javeed
5. Mr. Mufadal Ginwala
6. Prof. I.A. Siddiqui
7. Prof. Dr. Rajkumari George
8. Prof. Sk. Mohammed
9. Dr. Mohd. Usman Ansari
10. Prof. Mohd. Ismail
11. Prof. Chandrakant Mahajan
12. Mr. Mohd. Faizan Khan
13. Mr. Shriram Jadhav
14. Mr. Vaman Prajapati
15. Amole Ingle

The meeting was convened by the co-ordinator and the following points were discussed.

1. Submission of AQAR for the year 2018-19. AQAR was submitted online on 16-Nov.-2019 after the approval of the executive body/ governing body.
2. The fourth issue of the 6-monthly newsletter ready for circulation.
3. The table tennis girl's district level tournament will start on 16th December.
4. It is decided to reinstall the biometric instrument.

5. Decided to install latest software for up gradation of office.
6. The members were informed about the progress in the installation of Wi-Fi network in the premises.
7. Discussion of teaching, learning activities, results of the students, completion of the syllabi, evaluation of students, teacher's participation in seminars/workshops, student's enrichment programmes conducted so far in this session.
8. There was representation of the students in sports in divisional and district levels in Badminton and cricket.
9. It is decided to arrange training programmes for teaching and office staff. For office staff training in software use is a must.

The meeting was concluded with vote of thanks by the Principal.



Co-ordinator



Director



Principal

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#### Action Taken Report

|     |  |                  |
|-----|--|------------------|
| 1.. | Submission of AQAR for the year 2018-19. AQAR was submitted online on 16-Nov.-2019 after the approval of the executive body/ governing body. | Done             |
| 2.  | The fourth issue of the 6-monthly newsletter ready for circulation   | Completed        |
| 3.  | The table tennis girl's district level tournament will start on 16th December.   | No participation |
| 4.  | It is decided to reinstall the biometric instrument  | Done             |

**SAIFEE GOLDEN JUBILEE QUADERIA COLLEGE, BURHANPUR (M.P.)**

**I.Q.A.C. Minutes of the meeting**

**Date 05-03-2020**

The meeting of the staff representatives of the IQAC was conducted today the 5<sup>th</sup> March, 2020 and the following members were present.

1. Prof. I.A. Siddiqui
2. Prof. Dr. Rajkumari George
3. Prof. Sk. Mohammed
4. Dr. Mohd. Usman Ansari
5. Prof. Mohd. Ismail
6. Prof. Chandrakant Mahajan
7. Mr. Mohd. Faizan Khan
8. Mr. Shriram Jadhav
9. Mr. Vaman Prajapati

The meeting was convened by the co-ordinator and the following points were discussed.

1. Academic development For the quality enhancement in academic field the following actions were taken.

To make an action plan by each dept. for the session 2020-21 in duplicate one copy for the dept. and one to be submitted in the IQAC.

At least three workshops to be conducted by each dept. during the year.

To frame a plan for seminar by each dept., indicating the topic, procedure and expenditure.

Programmes to conduct for the individual/personality development of the students.

**Suggestins:**

By Prof. Chandrakant Mahajan to arrange inter departmental poster presentation.

By Prof. Mohd. Ismail- to arrange tie-ups with some industries for student's visit and practical knowledge, for which he is instructed to make contact.

By Prof. Sk. Mohd.- to complete the paving in cycle stand area.

Mr. Sriram Jadhav- to encourage students for digital payment.

By Prof. Ismail- to upgrade the central hall.

## 2. **Other field of development**.

**Sports** : Preparation of ground for volleyball, basketball, kabaddi, kho-kho is in progress to be activated.

**Library** : E-library development (ICT facilities) Software, Photocopy machine, Printer.

The above points will be intimated to the director of the college for conveying to the management for approval.

The meeting was concluded by the Principal with vote of thanks.

Co-ordinator

Principal

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### **Action Taken Report**

|    |  |                           |
|----|--|---------------------------|
| 1. | To make an action plan by each dept. for the session 2020-21 in duplicate one copy for the dept. and one to be submitted in the IQAC | Done                      |
| 2. | At least three workshops to be conducted by each dept. during the year.  | Could not fulfill         |
| 3. | To frame a plan for seminar by each dept., indicating the topic, procedure and expenditure.  | Received the plan         |
| 4. | Programmes to conduct for the individual/personality development of the students.  | Conducted few programmes. |

**SAIFEE GOLDEN JUBILEE QUADERIA COLLEGE, BURHANPUR (M.P.)**

**I.Q.A.C. Minutes of the meeting**

**Date 13-10-2020**

The meeting of the IQAC was conducted today the 5<sup>th</sup> March, 2020 and the following members were present.

1. Mulla Ali Asger Takliwala
2. Mulla Ali Hassan Taqui
3. Dr. Altaf Javeed
4. Prof. I.A. Siddiqui
5. Prof. Dr. Rajkumari George
6. Prof. Sk. Mohammed
7. Dr. Mohd. Usman Ansari
8. Prof. Mohd. Ismail
9. Prof. Chandrakant Mahajan
10. Mr. Mohd. Faizan Khan
11. Mr. Shriram Jadhav
12. Mr. Vaman Prajapati
13. Dr. S.M.Sadique

The meeting was convened by the co-ordinator under the president ship of the Principal and the following points of the Agenda was discussed.

1. Positive and negative aspects of the ongoing online classes due to the covid-19 pandemic.
  - It is felt by all the staff representatives that the system is not satisfactory from the point of view of the students as well as the staff. Many of the students are not in reach with the mobile facility, either due to failure in net connection or inability to afford android phones. Any way there is indirect physical presence and completion of units of study as ordered by the authorities.
2. Measures to meet out the shortage in classes due to lockdown.
  - As given in the agenda it is given assurance to the students by the concerned teachers that extra classes will be conducted as per convenience when the situations are some what normalized.
3. Plan of action of the academic session 2020-21

- Some of the plans which was already made for the previous session is to be completed.
- Fresh action plan prepared is as follows:
- Group activities to be conducted by students on topics related to enrichment of eco-friendly environment and fulfillment of social responsibilities as and when regular classes commence.
- Workshops/seminars/demonstration by different departments.
- Lectures by experts for student's additional knowledge for facing competitive examinations.
- Library enrichment.
- Sports and games field renovation.
- Inter disciplinary lectures to be organized for teacher's academic improvement.
- Mentoring activities to be intensified.
- Skill development programmes to be enhanced.

With the permission of the chair, the suggestions put forward by the honorable members in the last meeting dated 5-3-20, were taken up for discussion. It is deliberated that the suggestions which were taken up for implementation and are still incomplete will be continued during the current academic session.

The meeting concluded with the address of the chairman.

**NOTE :** The meeting was conducted strictly adhering the guide lines of Covid-19.

Co-ordinator

Director

Principal