

Minutes of the Ist IQAC and NAAC Meeting

1. Prof. Hemanth Kumar Jonnala, Convenor welcomed the Principal and members and explained the purpose of the meeting:
 - a. Box-Files were provided the members criterion wise.
 - b. Blank AQAR forms are provided in the box-files in which the details should be filled up from 2009-2010 to 2015-16 along with supporting documents to be enclosed.
 - c. AQAR Models of Jai Hind College and Maharashtra College are provided in the Box-Files as a guide to fill up AQAR forms.
 - d. Weekly progress will be monitored criterion wise on every Monday at 11.00 A.M. in the Conference Room.
 - e. All the members of IQAC and NAAC Committee must compulsorily attend the meeting on every Monday and report the progress made during the previous week.
2. Prof. Kirti Menghani expressed her apprehension about allocation of time for IQAC and NAAC work by the various concerned sections like office etc., which might effect the smooth progress of the work. In this regard it was unanimously agreed and supported by all that IQAC and NAAC should be given top priority.
3. Principal Dr. Shaikh Mehmood Hasan congratulated Prof. Hemanth Kumar Jonalla and appreciated his work. He instructed registrar to install AC in the conference room at the earliest. Principal expressed his complete faith on entire team and desired dedicated effort from all the concern.
4. Mr. Pervaiz told that website of the college from degree section has been updated.

Prof. Hemanth Kumar Jonalla
Convenor

Minutes of the IIst IQAC and NAAC Meeting

Prof. Hemanth Kumar Jonnala, Convenor welcomed the Principal and members and mentioned the objective of the meeting to see the weekly progress made in each criterion, the convenor also expressed that the objective of the meeting is not only to check progress, but also remove any hindrances faced by the committee members during the interaction for collecting the data.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that about 90% the data in Part A and Part B Criteria I for two years has been completed. He appreciated the Registrar for installing AC in the Conference Room, alumnae for installing LCD monitor as per the promise made by the alumnae and Mr. Pervaiz for initiating the website redesigning job as per the requirement given by the IQAC.
- II- Prof. Rajesh Bhoite briefed about the progress made and informed that majority data has been collected by him. He also expressed that format developed by Prof. Arif for criterion III is also useful for criterion II.
- III- Prof. Mohd. Arif informed that format to get the teachers research and other information has been approved by the Principal and given to the teachers, he also informed that teachers have to submit it on or before 28th September 2015. The Principal appreciated the efforts put in by Prof. Arif and Prof. Kirtikumar.
- IV- Mr. Pervaiz informed about the changes made in the faculty details appearing in College Website. As regard other infrastructural data, Mr. Pervaiz informed that collection of data is in progress.
A Website Committee was constituted with the following members:
Prof. Samir Naik (Chairman)
Prof. Ahtesham Shaikh
Prof. Abdul Sadiq
Mr. Mohammad Pervaiz
- V- Prof. Kirti Meghani informed that data collection of aided section is in progress. She also requested coordination from Prof. Ahtesham Shaikh for inputs from self financing section. Principal instructed Prof. Ahtesham Shaikh to coordinate with the aided section on continuous basis for completion of NAAC work.
- VI- Prof. Smitha Salunke informed that most of the information is descriptive and may involve interaction with various heads including the principal. The principal immediately allotted time for giving the necessary information under this criterion.
- VII- Prof. Samir Naik and Prof. Tahir informed that most of the information is basically to be gathered from all other criteria and analysed for identifying best practices.

Principal Dr. Shakh Mehmood Hasan congratulated Prof. Hemanth Kumar Jonnala and appreciated the entire team. He specifically focused his appreciation about the members of Criterion-III. He further assured everybody full cooperation for speedy completion.

The Convenor formally proposed vote of thanks and announced the date of next meeting which will be held on Monday 28th September 2015 at 11 a.m. in Conference Room.

Prof. Hemanth Kumar Jonnala

Minutes of the IQAC and NAAC Committee Meeting held on 29th Sept 2015

Principal Dr. Shaikh Mehmood Hasan welcomed Mr. Izhar Kazi Executive Chairman, Higher Board Anjuman I Islam and he told that it is our privilege that our chairman is gracing the meeting. He also informed that we are in second round NAAC accreditation as per UGC guidelines. In this round we have improved our result and got research centre etc.

Prof. Hemanth Kumar Jonnala, Convenor told that we conduct weekly progress meeting, and he also welcomed Principal Dr. Shaikh Mehmood Hasan as well as Mr. Izhar Kazi, Executive Chairman, Higher Board Anjuman. He also informed the house that NAAC, assessment period is 2010-11 to 2014-15 &

1. 5 years data should be ready
2. Various criterions have been allotted to different team which is performing its work.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that about 90% the data in Part A and Part B Criteria I for three years has been completed.
- II- Prof. Rajesh Bhoite briefed about the progress made and informed that majority data has been collected by him. Some more data is expected during the current week like passing % etc.
- III- Prof. Mohd. Arif informed that format has been distributed to teachers and feedback awaited. Principal informed Chairman that some of our teachers from degree section; Dr. Rahmatullah, Dr. Shaukat Ali, Dr. Hanif Lakdawala and Dr. Syed Mohd Abbas Rizvi attended and participated in international seminar. Chairman Mr. Izhar Kazi was informed that our college became a research center of the University of Mumbai and he emphasized that our faculty members should pursue to complete their PhD. Principal Dr. Shaikh Mehmood Hasan informed chairman that our faculty Dr. Shaukat Ali, Dr. Mohd Anzar, Dr. Syed Mohd. Abbas Rizvi and Dr. Smitha Salunke have accomplished their PhD. Prof. Rajesh Bhoite submitted his thesis for PhD and Prof. Salim Jamil Khan, Prof Kirti Meghani, Prof. Mohd Arif, Prof. Shakil Ahmad and Prof. Karbari have got registration for the same and Prof Ahtesham and Prof. Sadiq are pursuing.
- IV- Mr. Pervaiz informed about the changes made in the College Website, and assured that it will be completed within two days. As regard other infrastructural data, Mr. Pervaiz informed that collection of data is in progress.

Principal instructed that seepage shades should be removed from the walls & window panes. Principal instructed Registrar Mr. Shakil Akhtar that cleanliness of this should be assured within two days with the

help of outsourcing if necessary. Chairman emphasized that it should be followed up. Principal informed that Mr. Momin Architect is about to come tomorrow. Prof. Hemanth Jonnala informed that black boards, tube-lights and fans and window slidings are not functioning properly and also rooms are not clean in the morning. Prof. Samir Naik told that we are facing these due to shortage of peons. Chairman instructed that two peons should immediately be appointed. Prof. Hemanth Jonnala suggested use of vacuum cleaner to solve ensure speedy completion of the job. Chairman also instructed Registrar to change the duty hours of some of the peons to ensure cleanliness of all the class rooms and college premises

- V- Prof. Kirti Meghani informed that data collection of aided section is in progress. Once again, she also requested coordination with Prof. Ahtesham Shaikh for inputs from self financing section. Principal instructed Prof. Ahtesham Shaikh to coordinate with the aided section on continuous basis for completion of NAAC work. She informed that data of UG, PG admission, PhD registration, Urdu and Arabic NCPUL Functional Diploma Courses, Ministry of HRD, Government of India, including development of students like extra curricular activities, financial support and book banking scheme etc is in progress.
- VI- Prof. Smitha Salunke informed that the data pertaining to institutional progress like vision and mission, quality education, research work and alumni and friendly environment etc is being collected. Principal Dr. Shaikh Mehmood Hasan constituted Faculty Development Comiittee. Prof. Samir Naik will be Coordinator of the committee.
- VII- Prof. Samir Naik informed that most of the information is basically to be gathered from all other criteria and analysed for identifying best practices.

On behalf of the management, Principal Dr. Shaikh Mehmood Hasan expressed satisfaction on the progress made by the IQAC.

The Convener formally proposed vote of thanks and announced the date of next meeting which will be held on Monday 5th October 2015 at 11 a m in Conference Room.

Prof. Hemanth Kumar Jonnala

Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 5th Oct 2015

Prof. Hemanth Jonalla, Convenor welcomed Dr. Shaikh Mehmood Hasan and the members of the committee.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that Criterion-I for four years has been completed. The academic calendar which is Annexure –I is being prepared since 2010 for both aided (Degree) and unaided (Professional) sections.
- II- Prof. Rajesh Bhoite informed that the information that the results of the college has been collected and Analytical Progress-Table is being prepared with full information. Principal asked about the progress made during the previous week.
- III- Prof. Kirtikumar Pimpliskar informed that format has already been given to all teachers. Some teachers positively responded. Principal instructed that please immediately report the names such teachers those who have not submitted their personal detail.
- IV- Mr. Yameen informed that library statistic detail is ready for 2010-11 and 2011-12 is ready and data entry is under preparation. Website processing & redesigning is in progress.
- V- Prof. Kirti Meghani informed that details of extra curricular activities which were organized by different committees and departments has been compiled for 2011-12 and 2013-14 and information from unaided section about placements and career guidance is already received. Principal Dr. Shaikh Mehmood Hasan instructed Prof. Ahtesham Shaikh that all relevant material should be provided at the earliest.
- VI- Prof. Smitha Salunke informed that PTA meeting data and feedback of parents are required Mr. Iqbal Thanawala was requested to find out the data & papers. She also pointed out that feedback from various stake holders like letters of appreciation and congratulations received from intellectuals, academicians, politicians and other agencies like police etc in the name of the college for contribution and participation is also required.
Alumni detail, etc to be coordinated with Prof. Samir Naik. Principal instructed Mr. Shakil Akhtar, Registrar, Dr. S.M.A.Rizvi and Prof. Smitha Salunke and other teacher please do needful. Prof. Hemanth Jonalla also requested to Prof. Shaukat Ali for the same. Prof. Sadiq assured to provide the detail of PTA meetings and feedback forms from Un Aided section.
- VII- Prof. Samir Naik informed that no actual progress was done due to examination work, and he also informed the list of alumni has been prepared. Prof. Hemanth Jonalla requested Prof. Sadiq should coordinate with Prof. Samir Naik about alumni from professional section.

Principal Dr. Shaikh Mehmood Hasan appreciated and requested all members for the preparation of NAAC Accreditation that all of you should cooperate Prof. Hemanth Jonalla and he also emphasized that we must create a friendly atmosphere to expedite work because it is a Institutional common goal.

In this regard Principal Instructed NAAC & IQAC co-ordinator to include all the remaining Teachers from both Aided & Unaided section in NAAC & IQAC committee, who are presently not members of the committee, including Director of unaided section Prof. Hanif Lakdawala.

The Convener formally proposed vote of thanks and announced the date of next meeting which will be held on Monday 12th October 2015 at 11 a m in Conference Room.

Prof. Hemanth Kumar Jonnala

Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 30th Nov 2015

Prof. Hemanth Jonnala, Convenor welcomed all the members of the committee.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that Criterion-I for five years has been completed. The academic calendar which is Annexure –I is being prepared since 2010 for both aided (Degree) and unaided (Professional) sections.
- II- Prof. Rajesh Bhoite informed that the most of the data required for preparing the AQAR for previous 6 years is received and preparation of AQAR is only pending.
- III- Prof. Kirtikumar Pimpliskar & Prof Md. Arif informed that the most of the information required for preparing the AQAR for previous 6 years is received and preparation of AQAR is only remaining.
- IV- Mr. Parvez & Mr. Farid informed that the most of the data required for preparing the AQAR for previous 6 years is received and preparation of AQAR is only pending.
- V- Prof. Kirti Meghani informed that no significant progress has been made. Prof. Ahtesham Shaikh assured that daily one hour will be marked exclusively for completing the IQAC & AQAR work.
- VI- Dr. Hanif Lakdawala took the relevant formats and assured that required information will be gathered as soon as possible. Prof. Kashish Malik assured to co-ordinate with Dr. Lakdawala and ensure completion at the earliest.
- VII- Prof. Samir Naik informed that no actual progress was made during the previous week.

WEBSITE: Mr. Parvez informed that the opening page of the Website is almost completed. Prof. Samir Naik assured to go through the page & suggest changes required if any.

ALUMNI: Prof. Samir Naik informed that alumni would be conducting guidance lectures starting from 5th Dec 2015 for one week in the college premises. Dr. Hanif Lakdawala & Prof. Samir Naik agreed for the need to obtain data base of well placed alumni of our college specially from 2005-2015. Prof. Hemanth Jonnala desired to have atleast 100 well placed students 50 from Aided & 50 from Unaided section who are to be presented before NAAC team.

In this regard Mr. Parvez was requested to upgrade the college website as soon as possible with a link for alumni to register themselves on line. Dr. Hanif Lakdawala expressed that a good interactive website is of primary importance from NAAC perspective, as most of the information is gathered by NAAC team from website itself.

PTA: Prof. Hemanth Jonnala expressed the need to have a good PTA, which is one of the requirements of NAAC.

It was suggested that results of FY & SY B.Com Sem –I & III may be distributed to the parents of the students, to create interaction between the parents and the teachers

The Convener formally proposed vote of thanks and announced the date of next meeting which will be held on Monday 7th December 2015 at 11 a m in Conference Room.

Prof. Hemanth Kumar Jonnala
Convener

Minutes of the IQAC and NAAC Committee Meeting held on 30th Nov 2015

Prof. Hemanth Jonnala, Convener welcomed all the members of the committee.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that Criterion-I for five years has been completed. The academic calendar which is Annexure –I is being prepared since 2010 for both aided (Degree) and unaided (Professional) sections.
- II- Prof. Rajesh Bhoite informed that the most of the data required for preparing the AQAR for previous 6 years is received and preparation of AQAR is only pending.
- III- Prof. Kirtikumar Pimpliskar & Prof Md. Arif informed that the most of the information required for preparing the AQAR for previous 6 years is received and preparation of AQAR is only remaining.
- IV- Mr. Parvez & Mr. Farid informed that the most of the data required for preparing the AQAR for previous 6 years is received and preparation of AQAR is only pending.
- V- Prof. Kirti Meghani informed that no significant progress has been made. Prof. Ahtesham Shaikh assured that daily one hour will be marked exclusively for completing the IQAC & AQAR work.
- VI- Dr. Hanif Lakdawala took the relevant formats and assured that required information will be gathered as soon as possible. Prof. Kashish Malik assured to co-ordinate with Dr. Lakdawala and ensure completion at the earliest.
- VII- Prof. Samir Naik informed that no actual progress was made during the previous week.

WEBSITE: Mr. Parvez informed that the opening page of the Website is almost completed. Prof. Samir Naik assured to go through the page & suggest changes required if any.

- ALUMNI: Prof. Samir Naik informed that alumni would be conducting guidance lectures starting from 5th Dec 2015 for one week in the college premises. Dr. Hanif Lakdawala & Prof. Samir Naik agreed for the need to obtain data base of well placed alumni of our college specially from 2005-2015. Prof. Hemanth Jonnala desired to have atleast 100 well placed students 50 from Aided & 50 from Unaided section who are to be presented before NAAC team.
- In this regard Mr. Parvez was requested to upgrade the college website as soon as possible with a link for alumni to register themselves on line. Dr. Hanif Lakdawala expressed that a good interactive website is of primary importance from NAAC perspective, as most of the information is gathered by NAAC team from website itself.
- PTA: Prof. Hemanth Jonnala expressed the need to have a good PTA, which is one of the requirements of NAAC.
- It was suggested that results of FY & SY B.Com Sem –I & III may be distributed to the parents of the students, to create interaction between the parents and the teachers
- The Convener formally proposed vote of thanks and announced the date of next meeting which will be held on Monday 7th December 2015 at 11 a m in Conference Room.

Prof. Hemanth Kumar Jonnala
Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 7th Dec 2015

Prof. Hemanth Jonnala, Convenor welcomed Principal Dr. Shaikh Mehmood Hasan and all the members of the committee.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that Criterion-I Part A and B has been completed and by next week it will be computerized. He also informed that the proforma files of each and every criterion has been created for seven years and kept ready for data entry. Prof. Husain Ali will help to enter data.
- II- Prof. Rajesh Bhoite informed that the result analysis has been completed. Only data entry is remaining. He assured that it will be completed next week.
- III- Prof Md. Arif informed that the most of the information required for preparing the AQAR for previous 6 years is received except principal and professional section and data has already been entered.
- IV- Prof. Shakil Ahmad suggested that laptops LCDs and other belonging to be indexed. Mr. Farid informed that information of 13-14 is under process and next week it will be entered for AQAR preparation. It was suggested by the members of the criterion that a separate laptop and sound system should be in degree section for different programmes. The committee felt that Registrar should be involved in the meeting for criterion – IV, so Registrar was requested to attend the meeting for at least 5 minutes. Despite the repeated request, the registrar was not available for the meeting as he had an urgent commitment at the University. Principal was requested to kindly follow up with registrar to ensure completion of various changes suggested by IQAC in the infrastructure.

- V- Prof. Kirti Meghani informed that the data for academic year 2009-10 is remaining to fill up and a part of cultural activity details were received from professional section. Prof. Ahtesham Shaikh assured that it will be provided shortly and Prof. Kirti Meghani also assured that AQAR preparation will be completed next week.
- VI- Prof. Kashish Malik assured that detail of alumni and students feed back form will be entered in next week for AQAR preparation. Dr. Hanif Lakdawala will submit the alumni details and student feed back forms from professional section in next week.
- VII- Prof. Mohd Tahir underlined innovative works of the college in the interest of students as well as teachers like Post Metric Scholarship, Student Aids Fund (SAF), Book-Bank Schemes and Financial schemes for teachers etc. that's why healthy practices should be maintained. Prof. Hemanth Jonnala suggested that the practice of publishing college achievements & activities in Urdu press can also be included in Best & innovative practices, as it involves communication with the minority community, which results in promoting higher education and its benefits to the community specially to the female child.

WEBSITE: Prof. Hemanth Jonnala showed the first page of the web site and informed the progress made during the previous week. He also informed that maximum information will be displayed on our WEBSITE like activities of the students in various categories, so that anyone can easily access from anywhere. He requested the principal to provide his message and management messages for website.

ALUMNI: Prof. Hemanth Jonnala informed that a programme by Alumni in the form of lectures have been started with the name of MINARA E NOOR. Alumni registration online facility is also being provided on our website. He told that we should get atleast 100 good alumni 50 from degree and 50 from professional section, to present before NAAC. It is desired to have atleast 3 meetings with the Alumni before NAAC.

PTA: Prof. Hemanth Jonnala told that this year no major progress in PTA. It was decided that result will be distributed in PTA meeting so that parents can know about the performance of the students.

Prof. Hemanth Jonnala suggested that one floor should be taken from school building for creating additional infrastructure i.e. Boys & Girls common room etc.

Principal Dr. Shaikh Mehmood Hasan informed that a meeting will take place for NAAC preparation with President Dr. Zahir I Kazi, Chairman Mr. Izhar Kazi, Vice President Anjuman I islam Mr. Mushtaq Antulay and Mr. Momin Architect and other members of the management with in two or three days.

The Convener formally proposed vote of thanks and announced the date of next meeting which will be held on Monday 14th December 2015 at 11 a m in Conference Room.

Prof. Hemanth Kumar Jonnala
 Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 15th Dec 2015

Prof. Hemanth Jonnala, Convenor welcomed Principal Dr. Shaikh Mehmood Hasan and all the members of the committee, especially Prof. Feroz Ahmed Shaikh who graced the meeting first time. He expressed happiness over excellent progress of IQAC (AQAR) work in the last three months and expressed his gratitude to all members for the excellent support and co-operation.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that Part A of AQAR Criterion – I of B has been completed for all the six years. Annexure which includes Academic calendars for all the six years will be completed before next meeting. He also expressed happiness over the speed at which tasks were completed within last three months, and assured that all the AQAR's for six years can be uploaded by 15th of Jan 2016 along with the Letter of Intent.
He also informed that 90% of all preparation of AQAR has been completed.
- II- Prof. Rajesh Bhoite informed that almost entire work has been completed. He requested the details of articles and seminars attended by the Principal Dr. Shaikh Mehmood Hasan, Dr. Hanif Lakdawala and Dr. Shaukat Ali. The principal instructed Prof. Bhoite to sit with him to collect the details for the same, and to follow up Dr. Shaukat Ali. Dr. Hanif Lakdawala assured to provide his details in a day or two.
- III- Prof. Md. Arif informed that almost entire work has been completed, only finalization remains.
- IV- Mr. Pervez informed that data entry for two years has been completed and remaining will be completed before next review meeting.
- V- Convenor appreciated Prof. Ahtesham Shaikh for the efforts put in for collecting, analyzing & presenting the data required under this Criterion. Prof. Ahtesham Shaikh informed that data entry for the remaining three years would be completed before the next review meeting. Prof. Kirti Meghani informed that she was busy in some CWDC activities and she assured that she will finalize the required inputs under gender sensitization before next review meeting.
- VI- The Convenor thanked Dr. Lakdawala for completing the entire criterion VI within a short span of one week. The relevant data for degree section wherever applicable is to be filled in by Dr. Smitha Salunke / Prof. Kashish Malik.
- VII- Prof. Samir Naik informed that important points were identified & discussed with Prof. Mohd Tahir, and assured that formats will be completed before next review meeting. Dr. Hanif Lakdawala

expressed his desire to make small presentation to the IQAC- & NAAC team about his perception on Criterion VII.

WEBSITE: Convener appreciated Mr. Pervez for his efforts in designing the Home page of the Website, and showed the first page of the web site to the Principal and members. Mr. Pervez informed that various details of our faculty members and college activities would be shortly uploaded and he also informed that details of various courses will be mentioned on our website. Here Prof. Hemanth Jonnala suggested that only those courses should be mentioned in which students have enrolled during 2009-2015.

ALUMNI: Prof. Hemanth Jonnala suggested that we should produce alumni progress-list and also highlight the prominent alumni like CAs, Advocates, Teachers & Principals if any etc. Principal appreciated this suggestion and said that we should also mention our NCPUL alumni along with their current position.

PTA: Prof. Hemanth Jonnala thanked Prof. Samir Naik that he organized PTA meeting to distribute the results for FY and SY B. Com. Dr. Hanif Lakdawal assured to provide the detail of PTA meetings and feedback forms from professional section.

Prof. Hemanth Jonnala suggested that the Registrar being one of the pillars of the college should also be involved regularly in the IQAC and NAAC meetings and requested the principal to relieve registrar from other duties at the time of IQAC and NAAC meetings. The principal gave his consent and instructed the Registrar to spare few minutes and attend the meetings regularly. The convener also suggested that LCD and projector should be immediately installed in the conference room to facilitate conducting of meetings and presentations. Prof. Feorz Shaikh expressed his satisfaction and appreciated the efforts put in by the entire IQAC team and leadership qualities of the convener. He appreciated Convener Prof. Hemanth Jonnala and emphasized that the chairman of other committee should take him as a role model.

Principal Dr. Shaikh Mehmood Hasan informed that a meeting will take place for NAAC preparations with President Dr. Zahir I Kazi, Chairman Mr. Izhar Kazi, Vice President Anjuman I islam Mr. Mushtaq Antulay and Mr. Momin Architect and other members of the management within two or three days.

The Convener formally proposed vote of thanks and announced the date of next meeting which will be held on Monday 21th December 2015 at 11 a m in Conference Room.

Prof. Hemanth Kumar Jonnala
Convener

Minutes of the IQAC and NAAC Committee Meeting held on 15th Dec 2015

Prof. Hemanth Jonnala, Convenor welcomed Principal Dr. Shaikh Mehmood Hasan and all the members of the committee, especially Prof. Feroz Ahmed Shaikh who graced the meeting first time. He expressed happiness over excellent progress of IQAC (AQAR) work in the last three months and expressed his gratitude to all members for the excellent support and co-operation.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that Part A of AQAR Criterion – I of B has been completed for all the six years. Annexure which includes Academic calendars for all the six years will be completed before next meeting. He also expressed happiness over the speed at which tasks were completed in the last three months, and assured that all the AQAR's for six years can be uploaded by 15th of Jan 2016 along with the Letter of Intent.
He also informed that 90% of all preparation of AQAR has been completed.
 - II- Prof. Rajesh Bhoite informed that almost entire work has been completed. He requested the details of articles and seminars attended by the Principal Dr. Shaikh Mehmood Hasan, Dr. Hanif Lakdawala and Dr. Shaukat Ali. The principal instructed Prof. Bhoite to sit with him to collect the details for the same, and to follow up Dr. Shaukat Ali. Dr. Hanif Lakdawala assured to provide his details in a day or two.
 - III- Prof. Md. Arif informed that almost entire work has been completed, only finalization remains.
 - IV- Mr. Pervez informed that data entry for two years has been completed and remaining will be completed before next review meeting.
 - V- Convenor appreciated Prof. Ahtesham Shaikh for the efforts put in for collecting, analyzing & presenting the data required under this Criterion. Prof. Ahtesham Shaikh informed that data entry for the remaining three years would be completed before the next review meeting. Prof. Kirti Meghani informed that she was busy in some CWDC activities and she assured that she will finalize the required inputs under gender sensitization before next review meeting.
 - VI- The Convenor thanked Dr. Lakdawala for completing the entire criterion VI within a short span of one week. The relevant data for degree section wherever applicable is to be filled in by Dr. Smitha Salunke / Prof. Kashish Malik.
 - VII- Prof. Samir Naik informed that important points were identified & discussed with Prof. Mohd Tahir, and assured that formats will be completed before next review meeting. Dr. Hanif Lakdawala expressed his desire to make small presentation to the IQAC- & NAAC team about his perception on Criterion VII.
- WEBSITE: Convenor appreciated Mr. Pervez for his efforts in designing the Home page of the Website, and showed the first page of the web site to the Principal and members. Mr. Pervez informed that various details of our faculty members and college activities would be shortly uploaded and he also informed that details of various courses will be mentioned on our website. Here Prof. Hemanth Jonnala suggested that only those courses should be mentioned in which students have enrolled during 2009-2015.
- ALUMNI: Prof. Hemanth Jonnala suggested that we should produce alumni progress-list and also highlight the prominent alumni like CAs, Advocates, Teachers & Principals if any etc. Principal appreciated this suggestion and said that we should also mention our NCPUL alumni along with their current position.

PTA: Prof. Hemanth Jonnala thanked Prof. Samir Naik that he organized PTA meeting to distribute the results for FY and SY B. Com. Dr. Hanif Lakdawal assured to provide the detail of PTA meetings and feedback forms from professional section.

Prof. Hemanth Jonnala suggested that the Registrar being one of the pillars of the college should also be involved regularly in the IQAC and NAAC meetings and requested the principal to relieve registrar from other duties at the time of IQAC and NAAC meetings. The principal gave his consent and instructed the Registrar to spare few minutes and attend the meetings regularly. The convener also suggested that LCD and projector should be immediately installed in the conference room to facilitate conducting of meetings and presentations. Prof. Feorz Shaikh expressed his satisfaction and appreciated the efforts put in by the entire IQAC team and leadership qualities of the convenor. He appreciated Convenor Prof. Hemanth Jonnala and emphasized that the chairman of other committee should take him as a role model.

Principal Dr. Shaikh Mehmood Hasan informed that a meeting will take place for NAAC preparations with President Dr. Zahir I Kazi, Chairman Mr. Izhar Kazi, Vice President Anjuman I islam Mr. Mushtaq Antulay and Mr. Momin Architect and other members of the management with in two or three days.

The Convener formally proposed vote of thanks and announced the date of next meeting which will be held on Monday 21th December 2015 at 11 a m in Conference Room.

Prof. Hemanth Kumar Jonnala
Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 21st Dec 2015

Prof. Hemanth Kumar Jonnala, Convenor welcomed Principal Dr. Shaikh Mehmood Hasan and all the members of the committee.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that Part A and Criteria – I of Part B has been completed, except for part of Annexure – I i.e Academic calendar. He expressed his desire to have at least one annexure per criteria.
- II- Prof. Rajesh Bhoite informed that remaining data has already been collected and its entry would be shortly completed. He also mentioned that the details of Orientation and Refresher programmes only remains to be recorded, and expressed his confidence of completing the entire criteria before 7th Jan 2016.
- III- Prof Md. Arif informed that only annexure part remains to be completed.
- IV- Mr. Pervaiz informed through the Convenor Prof. Hemanth Jonnalla informed that only one year data entry remains to be completed.

- V- Prof. (Mrs.) Kirti Menghani informed that data entry is over and annexure to be prepared and she also informed that some details of Gender Sensitization Programme from professional section to be collected from Prof Sadaf. Prof. Ahtesham Shaikh also informed that entire data entry is completed.
- VI- Dr. Lakdawala informed that the data entry is over and annexure to be prepared along with Prof. Kashish Malik and Dr. Smitha Salunke.
- VII- Dr. Lakdawala has taken initiative to complete this criterion including the data entry. He also explained the different aspects for the same. Convener Hemanth Kumar Jonnala expressed his gratitude to Dr. Lakdawala for taking the initiative and completing the Criteria –VII for all the six years, within a short span.

WEBSITE: Convener Prof. Jonnala informed that a separate email ID would be made for all the Employees of the college based on college website and passwords would be provided in envelop to access this by the office after reopening. This is in line with use of ICT & would facilitate paper less office culture where in important communication would be done through EMAIL.

He also emphasized that activity wise photographs should be updated for last five years, as website gives insight to the world about the activities of the college, and requested members to help in upgradation of the information on the website for AQAR.

He also desired that the information on the website would be updated before 18th Jan 2016.

ALUMNI: Prof. Hemanth Jonnala suggested that we should hold atleast two meetings with alumni before 30th April 2016 to complete preparation for NAAC Accreditation. He also informed that about 20 alumni have already registered themselves on our website.

PTA: Prof. Hemanth Jonnala informed that S.Y. B. Com results were distributed to the students in the presence of their parents/guardians.

Prof. Hemanth Jonnala requested the Registrar Mr. Shakil Akhtar and Mr. Pervaiz through the principal that waste material should be discarded and removed from the premises as soon as possible to create space. The Convener Prof. Hemanth Jonnala proposed a deadline to complete entire work by 7th January 2016 and informed that he would need atleast 10 days to combine & consolidate all the Criteria's year wise before finalisation. He also informed the Principal that the final AQAR's would be placed before the committee and the Management for their approval before uploading then same on the website.

He formally proposed vote of thanks and announced the date of next meeting will be held on Monday 7th January 2016 at 11.00 a m in Conference Room.

Prof. Hemanth Kumar Jonnala
Convener

Minutes of the IQAC and NAAC Committee Meeting held on 7th Jan 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed all the members of the committee, for the first meeting in the New Year 2016.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that Part A and Criteria – I of Part B has been completed, including Annexure – I & II which includes analysis of feed back forms. Convenor also informed that finalization of year wise AQAR reports for last five years will be started, by merging all the files from various criteria heads as soon as possible.
- II- Prof. Bal Chandra karbhari informed that data entry is complete in all aspects, and the files will be handed over to the convenor in a day or two.
- III- Prof Md. Arif informed that only annexure for one year remains to be completed & all the information will be handed over to the convenor within two days.
- IV- Mr. Pervez informed that entire data entry is completed for all the five years and only a part of annexure remains to be completed & informed that it would be completed within 2 or 3 days.
- V- Prof. (Mrs.) Kirti Menghani informed that data entry is over and a part of annexure only remains to be prepared, which would be completed within 2 or 3 days.
- VI- Dr. Smitha Salunke has informed that Criteria – VI is almost completed & would be handed over to the Convenor within 2 or 3 days.
- VII- Prof Md. Tahir & Prof Samir Naik has ensured that Criteria VII will be completed as soon as possible.

WEBSITE: Convenor Prof. Hemanth Kumar Jonnala requested Mr. Parvez to update the website by inserting photographs of various activities in the activity tab year wise for last five years. He also requested all the members to contribute and short list year wise photographs and give the same to Mr. Parvez for uploading.

ALUMNI: Prof. Hemanth Jonnala requested Registrar to arrange for an advertisement in local news papers appealing alumni to register themselves through website. Prof. Samir Naik suggested that pamphlets be printed and distributed through news papers locally as majority of our ex- students may be staying in the nearby areas. Convenor also expressed his desire to have atleast 100 trained Alumni to be presented before NAAC, and requested Prof. Samir Naik to have at least two meetings with Alumni before NAAC.

PTA: Prof. Hemanth Jonnala requested Prof. Samir Naik to organize one PTA for TY B.Com before March.

Prof. Hemanth Jonnala informed the Registrar Mr. Shakil Akhtar the revised procedure of Accreditation & Assessment and also expressed that almost entire paper work for uploading of AQAR is completed. It was also informed that once LOI is sent NAAC peer team would finalise & visit the college within 2 months.

Registrar Mr. Shakeel Akhtar informed that a massive infrastructure improvement & renovation plan for Rs. 75.00 lacs has been approved by the management and the work would commence from February 16, which may go upto July 16, and asked the IQAC & NAAC team to go slow on uploading the AQAR's, SSR, and LOI, in such a way that NAAC peer team should be made to visit our college not before July 16.

Registrar was also requested to issue new embossed ID cards to students this year only, which would help us during the March exams as well as College cultural programmes.

The Convenor expressed his gratitude to the entire team for completing majority of the AQAR work for last five years within a short period of 4 months, and requested the members to start working on SSR's the formats of which has already been distributed to the respective criteria's. He formally proposed vote of thanks and announced the date of **next meeting will be held on Thursday 14th January 2016 at 11.00 a m in Conference Room.**

Prof. Hemanth Kumar Jonnala

Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 7th Jan 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed all the members of the committee, for the first meeting in the New Year 2016.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonnala informed that Part A and Criteria – I of Part B has been completed, including Annexure – I & II which includes analysis of feed back forms. Convenor also informed that finalization of year wise AQAR reports for last five years will be started, by merging all the files from various criteria heads as soon as possible.
 - II- Prof. Bal Chandra karbhari informed that data entry is complete in all aspects, and the files will be handed over to the convenor in a day or two.
 - III- Prof Md. Arif informed that only annexure for one year remains to be completed & all the information will be handed over to the convenor within two days.
 - IV- Mr. Pervez informed that entire data entry is completed for all the five years and only a part of annexure remains to be completed & informed that it would be completed within 2 or 3 days.
 - V- Prof. (Mrs.) Kirti Menghani informed that data entry is over and a part of annexure only remains to be prepared, which would be completed within 2 or 3 days.
 - VI- Dr. Smitha Salunke has informed that Criteria – VI is almost completed & would be handed over to the Convenor within 2 or 3 days.
 - VII- Prof Md. Tahir & Prof Samir Naik has ensured that Criteria VII will be completed as soon as possible.
- WEBSITE: Convenor Prof. Hemanth Kumar Jonnala requested Mr. Parvez to update the website by inserting photographs of various activities in the activity tab year wise for last five years. He also requested all the members to contribute and short list year wise photographs and give the same to Mr. Parvez for uploading.
- ALUMNI: Prof. Hemanth Jonnala requested Registrar to arrange for an advertisement in local news papers appealing alumni to register themselves through website. Prof. Samir Naik suggested that pamphlets be printed and distributed through news papers locally as majority of our ex- students may be staying in the nearby areas. Convenor also expressed his desire to have atleast 100 trained Alumni to be presented before NAAC, and requested Prof. Samir Naik to have at least two meetings with Alumni before NAAC.
- PTA: Prof. Hemanth Jonnala requested Prof. Samir Naik to organize one PTA for TY B.Com before March.

Prof. Hemanth Jonnala informed the Registrar Mr. Shakil Akhtar the revised procedure of Accreditation & Assessment and also expressed that almost entire paper work for uploading of AQAR is completed. It was also informed that once LOI is sent NAAC peer team would finalise & visit the college within 2 months.

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Registrar was also requested to issue new embossed ID cards to students this year only, which would help us during the March exams as well as College cultural programmes.

The Convenor expressed his gratitude to the entire team for completing majority of the AQAR work for last five years within a short period of 4 months, and requested the members to start working on SSR's the formats of which has already been distributed to the respective criteria's. He formally proposed vote of thanks and announced the date of **next meeting will be held on Thursday 14th January 2016 at 11.00 a m in Conference Room.**

Prof. Hemanth Kumar Jonnala
Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 14th Jan 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed Principal Dr. Shaikh Mehmood Hasan, Registrar Mr. Shakeel Akhtar and all the members of the committee.

Prof. Hemanth Kumar Jonnala informed that the Criterion wise AQAR work has been completed, except for small parts of annexures, which he requested all members to complete and submit, as soon as possible. He informed that first step (i.e. preparation of AQAR's for last 5 years) of the Assessment & Accreditation has been completed, and requested the members to start working on the second step i.e. preparation of SSR.

While preparing SSR, certain important points like Core Values & Key aspects, have to be kept in mind based on which Evaluation of Institute of Higher Educations, is carried out by Peer team.

Power Point Presentation on **Core Values, & Key Aspects(Copy Enclosed) of Grading followed by NAAC** was made by the Convenor Prof. Hemanth Jonnala. An attempt was made by the Coordinator, to highlight the similarities between the **Vision & Mission statement of A P College & the Core Values of NAAC.**

It was established that Anjuman –I- Islam's Akbar Peerbhoy College has all the Core Values as desired by the NAAC team in its Vision & Mission Statement itself, and what is required now is to make an effort to present the information in SSR in such a way that it meets the requirements of NAAC thereby enabling us to score more marks & higher grade.

Proforma(Enclosed)of Evaluation Sheet which would be carried by NAAC PEER TEAM for evaluation, showing Key Aspects & marks was distributed among the members. The Coordinator requested all the members to assume the role of a Peer team member and evaluate our College, which would help us to know where stand at present in terms of score and which are the areas which would help us to score more marks. Coordinator also explained the grading system to the entire team, which is as follows:

<u>Score (Between)</u>	<u>Points</u>	<u>Grade</u>
3001-4000	3.01 to 4.00	A
2001-3000	2.01 to 3.00	B
1501-2000	1.51 to 2.00	C
0 - 1500	0.00 to 1.50	D (Not Accredited)

Convener informed that according to preliminary evaluation of the Institute by Convener himself on conservative basis, our college is getting a score of approximately 2400, falling short by a score of 600 for a Prestigious “A” grade.

Convener expressed that the basic objective of the presentation & the evaluation of the College is to make all the members believe that we can get A grade, with little improvement in the infrastructure, and proper presentation in the SSR.

WEBSITE: Convener Prof. Hemanth Kumar Jonnala requested Mr. Parvez to make a presentation about college website. Mr. Parvez described the various heads in website to disseminate the information of different academic, curricular and extra-curricular activities. Prof. Mohd Sadiq suggested that our college is recognized as PhD Research centre, and it should be displayed on the college website with the names of enrolled research scholars. Dr. Rajesh Bhoite suggested that those teachers are pursuing their PhD, their names should also be mentioned.

Convener Prof. Hemanth kumar Jonnala appreciated the efforts put in by Accountant Mr. Parvez, in developing the College website, which is the Pre-requisite of NAAC.

Principal Dr. Shaikh Mehmood Hasan appreciated the efforts of all the members & the convenor Prof. Hemanth Jonnala in completing AQAR's, which is the first step in the process of re-accreditation. He also expressed that all the steps are being taken to expedite the matter of improving the infrastructure. He requested all the teachers to start wearing I Cards which is a now a corporate culture, so that the students are given the right message & an example is set before the students. Principal also requested the teachers to wear Ties as part of preparation for receiving the NAAC Peer team. He also instructed Prof. Kirti Meghani to make a survey Ladies Common Room and ensure that it is maintained properly.

Prof. Hemanth kumar Jonnala requested the members to fill the Evaluation sheet and arrive at the respective grades, before the next IQAC & NAAC meeting, the dates of which would be notified in the due course. He formally proposed vote of thanks.

Prof. Hemanth Kumar Jonnala
Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 11th Feb 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed Principal Dr. Shaikh Mehmood Hasan, Registrar Mr. Shakeel Akhtar and all the members of the committee.

Prof. Hemanth Kumar Jonnala congratulated the entire IQAC team for successful completion of AQAR for the last five years i.e. 2010-11 to 2014-15. Convenor requested all the members to kindly go through the AQAR's and verify the data. He also requested members to put their initials after verifying the accuracy of the data and the language contents, applicable to their respective criteria's. Convener expressed that AQAR's will be signed by the Convener & the Principal before uploading the same on the College website.

Principal Dr. Shaikh Mehmood Hasan, applauded & appreciated the entire team for successful completion of the AQAR.

Convenor Prof. Hemanth Kumar Jonnala announced the beginning of the second phase i.e. Preparation of SSR, and distributed criteria wise files containing blank SSR formats, & copies of final SSR of Jai Hind College (as a guide for preparing SSR for AP College) to the respective criteria wise teams.

It was also explained that while preparing SSR, Core values prescribed by NAAC has to be kept in mind and, efforts should be made to ensure compliance with the core values for scoring as many points as possible. He also expressed that a cursory glance would reveal that information is sought by NAAC in such a way so as to see how effectively the institutions efforts are channelized towards realizing the national objectives.

Duly filled NAAC Evaluation sheets, which were given in the last meeting, were collected from all the members. Members were asked to speak on the potential areas where the Institution can score more in order to achieve its objective of Securing A grade.

Principal Dr. Shaikh Mehmood Hasan gave opportunity to all the members present in the meeting, and most of the members unanimously agreed and expressed that the institution is presently losing points in Research & Consultancy, Infrastructure & Leadership & Governance. Members also expressed that Institution is well placed in Teaching & learning and Student Support & Progression.

It was discussed that the entire purpose of doing the self evaluation was to identify the grey areas and improve upon them. Accordingly various measures were discussed upon like:

- a) Improvement in the overall infrastructure
- b) Enter into Collaborations
- c) Apply for one or two Minor Research Projects.
- d) Initiate CAS and complete the Placements of Staff members.

Registrar Mr. Shakeel Akhtar and Principal Dr. Shaikh Mehmood Hasan, informed members that tenders for overall infrastructure has already been opened and very soon the infrastructure improvement plan will be implemented. Principal also requested the entire team to now stay relaxed and synchronize completion of SSR with completion of Infrastructure improvement plan.

Convener requested for co-opting Prof. Balchandra Karbhari, Prof Kirti Kumar Pimpliskar from degree section & Prof. Ahtesham Shaikh from Professional section for arranging the data base of Alumni to be presented before NAAC peer team. He also expressed his desire to have a strong Alumni data base of 100 students (50 Aided & 50 Self financing)

Convener formally proposed vote of thanks and announced the date of **next meeting will be held on Thursday 25th February 2016 at 11.00 a m in Conference Room.**

Prof. Hemanth Kumar Jonnala
Convener

Minutes of the IQAC and NAAC Committee Meeting held on 11th Feb 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed Principal Dr. Shaikh Mehmood Hasan, Registrar Mr. Shakeel Akhtar and all the members of the committee.

Prof. Hemanth Kumar Jonnala congratulated the entire IQAC team for successful completion of AQAR for the last five years i.e. 2010-11 to 2014-15. Convenor requested all the members to kindly go through the AQAR's and verify the data. He also requested members to put their initials after verifying the accuracy of the data and the language contents, applicable to their respective criteria's. Convener expressed that AQAR's will be signed by the Convener & the Principal before uploading the same on the College website.

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It was also explained that while preparing SSR, Core values prescribed by NAAC has to be kept in mind and, efforts should be made to ensure compliance with the core values for scoring as many points as possible. He also expressed that a cursory glance would reveal that information is sought by NAAC in such a way so as to see how effectively the institutions efforts are channelized towards realizing the national objectives.

Duly filled NAAC Evaluation sheets, which were given in the last meeting, were collected from all the members. Members were asked to speak on the potential areas where the Institution can score more in order to achieve its objective of Securing A grade.

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Registrar Mr. Shakeel Akhtar and Principal Dr. Shaikh Mehmood Hasan, informed members that tenders for overall infrastructure has already been opened and very soon the infrastructure improvement plan will be implemented. Principal also requested the entire team to now stay relaxed and synchronize completion of SSR with completion of Infrastructure improvement plan.

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Convener formally proposed vote of thanks and announced the date of **next meeting will be held on Thursday 25th February 2016 at 11.00 a m in Conference Room.**

Prof. Hemanth Kumar Jonnala
Convener

Minutes of the IQAC and NAAC Committee Meeting held on 25th Feb 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed Mr. Izhar Kazi, Chairman, Higher Board of Education, Anjuman I Islam, Principal Dr. Shaikh Mehmood Hasan, Registrar Mr. Shakeel Akhtar and all the members of the committee.

Convenor Prof. Hemanth Kumar Jonnala requested to speed up preparation of SSR and informed that criteria wise hard & soft copies of final SSR of Jai Hind College was given (as a guide) for preparing SSR for AP College to criteria wise teams. He also requested to complete & submit the Criteria wise report on or before 31st March 2016 for . He also informed that NAAC Self Evaluation of our Institution has been carried out in the lines of NAAC peer team by over twenty teachers to have an assessment about the likely CGPA of our Institution. AQAR's for the last Five years were presented before Chairman, Mr. Izhar Kazi. Criteria's wise team Members were requested to put their initials after verifying the accuracy of the data and the language contents, applicable to their respective criteria's for final signature of the Principal. Convener expressed that AQAR's will be signed by the Convener & the Principal before uploading the same on the College website.

Principal was requested to give the likely date of completion of Infrastructural improvement work, for synchronizing & completion of & uploading of SSR. Principal informed that the tender was opened on 17th February 2016 instead of 10th February 2016 and he would get the information regarding commencement of work from the management at the earliest.

ALUMNI: Convenor expressed his desire to have at least 100 (50 from Degree 50 from Self Financing) Alumni to be presented before NAAC. He informed that two of the Degree teachers Prof. Kashish Malik and Prof. Balchandra Karbari have already started gathering information of Alumni.

PTA: Prof. Hemanth Jonnala requested to organize PTA for FY, SY and TY B.Com at the earliest.

WEBSITE: Convener Prof. Hemanth Kumar Jonnala requested Mr. Parvez to make a presentation about college website. Mr. Parvez described the various heads in website to disseminate the information of different academic, curricular and extra-curricular activities.

Chairman, Mr. Izhar Kazi congratulated and appreciated Principal Dr. Shaikh Mehmood Hasan, Convenor Prof. Hemanth Jonalla and the entire team for successful completion of the AQAR.

Convener Prof. Hemanth Jonalla formally proposed vote of thanks and announced the date of **next meeting, which will be held on Thursday 3rd March 2016 at 11.00 a m in Conference Room.**

Prof. Hemanth Kumar Jonnala
Convener

Minutes of the IQAC and NAAC Committee Meeting held on 4th March 2016

Prof. Hemanth Kumar Jonnala, Convener welcomed Principal Dr. Shaikh Mehmood Hasan, Registrar Mr. Shakeel Akhtar and all the members of the committee for the meeting.

Convener Prof. Hemanth Jonnala informed that 5 years IQAR data has been submitted to NAAC (Delhi) on Thursday, 3rd March 2016. He appreciated the sincere efforts and cooperation of all members. He also told that we had started work on preparation of AQAR's for last 5 years on 18th September 2015 the day on which 1st meeting of IQAC was held, and within a span of six months AQAR's have been submitted to NAAC.

Principal, Registrar and the members congratulated Prof. Jonnala and appreciated his able leadership. Principal also placed on record his appreciation for the efforts & contribution of entire team on submission of AQAR's, and credited the TEAM WORK. Prof. Jonnala requested all the criteria team members to speed up preparation of SSR, so that we can send it to NAAC Peer Team at the earliest.

Convener Prof. Hemanth Jonnala thanked Principal & Registrar for installing WIFI connection in the staff room. Principal Dr. Shaikh Mehmood Hasan instructed Registrar Mr. Shakil Akhtar to install the same in Library.

Prof. Jonnala produced a list of minor infrastructural requirements which has to be done for before NAAC peer team visits our college. The list was read out in the meeting and members were also asked to suggest & add any other requirements. These requirements are to be forwarded to Management for obtaining their sanctions for purchasing the same.

Prof. Feroz Ahmed Shaikh suggested that an electronic notice boards may be installed in our campus to disseminate the information to the students. Prof. Jonnala agreed with him but he pointed out that would have to pay attention towards its safety and security.

Dr. Hanif Lakdawala said that Gymkahna, Ladies Common Room, Corridor and Canteen should be well maintained and suggested that the respective committee heads like Gymkhana etc should give their infrastructural requirements in writing to the IQAC & Principal, who in turn would make a proposal formally for onward submission to Management for obtaining their approvals.

Principal Dr. Shaikh Mehmood Hasan assured that a list of the minor requirement which was prepared by the convener IQAC, would shortly be sent to the Executive Chairman for approval. He also said that his job is to send the proposals to the management, and management would decide it in the best interest of the institute as well as Anjuman I Islam.

Prof. Samir Naik suggested that efforts should also be made to get the major infrastructure work completed on priority basis. Prof. Ahtesham Shaikh suggested that NAAC file should be prepared year wise. Prof. Shakeel & Dr. Anzar expressed their concern & desire to ensure that efforts should be made to improve upon the previous grade “B” achieved in the 1st cycle of NAAC re-accreditation. **Principal Dr. Shaikh Mehmood assured that all efforts are being made to be in constant touch with the Management for fulfilling the major & minor infrastructural requirements of the college.**

Convener Prof. Hemanth kumar Jonnala formally proposed vote of thanks and announced the date of **next meeting, which will be held on Saturday 12th March 2016 at 11.00 a m in Conference Room.**

Prof. Hemanth Kumar Jonnala
Convener

Minutes of the IQAC and NAAC Committee Meeting held on 12th March 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed the Principal Dr. Shaikh Mehmood Hasan, Registrar Mr. Shakil Akhtar and all the members of the committee.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonalla informed that Preparation of SSR has started and he also assured that likely to be completed by Saturday, 19th March 2016.
- II- Dr. Rajesh Bhoite informed that Preparation of SSR has started and requested further information from self financing section. He also assured that it would be completed by Saturday 19th March 2016. He also requested necessary supporting documents regarding bridge courses, remedial classes and counseling programs from various departments.
- III- Prof. Kirtikumar Pimpliskar informed that Preparation of SSR has started and he also assured that likely to be completed by Saturday 19th March 2016. He also told that we will be receiving supporting letters from JJ Hospital, various NGOs and BMC etc. for different activities which were performed by college NSS unit. Prof. Jonalla appreciated the contribution of Prof. Md. Tahir in nature park when he was the coordinator of our college NSS unit for installing water harvesting project. Principal Dr. Shaikh Mehmood Hasan told that our NSS unit is very active and proactive since first day. Prof. Jonnala requested that such letters should be provided as an evidence.
- IV- Prof Shakeel Ahmed informed that the preparation of SSR has started and he also assured that likely to be completed by Saturday, 19th March 2016.
- V- Prof. Kirti Meghani informed that the preparation of SSR has started and he also assured that likely to be completed by Saturday 19th March 2016. She suggested that medical facility should be provided to the students, and wheel chair and stretcher facility should also be made available for physically handicapped students and medically emergencies. Prof Tahir also suggested that medical insurance facility should be provided students. Prof. Jonnala requested Mr. Rizwan Shah Sport Director to provide supporting evidence for various sports activities. Principal Dr. Shaikh Mehmood Hasan requested Prof. Kirti Meghani that first aid medical facility should also be provided separately for our girls students under CWC. Prof. Hemanth Jonnala and Prof. Kirti Meghani said that Viki Bhaitya should be made available on Call for psychological counseling of the students, whenever necessary.
- VI- Prof. Hanif Lakdawala informed that preparation of SSR has started and he also assured that likely to be completed by Saturday 19th March 2016. Prof. Hemanth Jonnala said that minutes of LMC meeting and practice Best Teacher Award can also be mentioned as a part of management participation and involvement on regular basis. Principal said that letters of appreciation & participation should also be

mentioned. Prof. Jonnala requested Principal to get letter of participation & appreciation from media, especially Urdu media.

VII- Prof. Sameer Naik informed that preparation of SSR has started and he also assured that likely to be completed by Saturday 19th March 2016.

WEBSITE: Convener Prof. Hemanth Kumar Jonnala informed that our college website is continuously updated. Android APP has been created. Toppers & achievers names can be highlighted on the website. He also appreciated that the sincere efforts of Mr. Pervaiz Saikh.

ALUMNI: Prof. Tahir informed that next week a meeting of alumni should be called and President Dr. Zahir Kzir desires to address alumni's meeting. Prof. Hemanth Jonnala appreciated the efforts of Prof. Kashish Malik and Prof. Balachandra Karbari for collecting the data of alumni. Prof. Feroz Ahmed Shaikh assured to provide the detail of NCPUL Alumni.

PTA: Prof. Hemanth Jonnala requested Prof. Samir Naik & Principal to organize PTA for TY B.Com.

Principal Dr. Shaikh Mehmood Hasan informed that tender has been approved and contractor has been finalized, who would be starting the major infrastructural work of the college, which includes plastering and coloring. It was also brought to the notice of the house that an additional budget of Rs. 500,000/- has been prepared for procuring cameras, LCD monitors, Projectors etc has been approved by LMC and sent to Management for approval.

The Convenor, Prof. Hemanth Jonnala distributed the proforma of the **EVALUATIVE REPORT OF THE DEPARTMENTS which is a part of SSR** to all HODs of concerned departments and requested all the concerned to do the needful at the earliest.

He formally proposed vote of thanks and announced the date of **next meeting , which will be held on Saturday 19th March 2016 at 11.00 a m in staff Room.**

Prof. Hemanth Kumar Jonnala
Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 21st March 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed the Principal Dr. Shaikh Mehmood Hasan, all the members of the committee.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonalla informed that Preparation of SSR has already started and assured that it is likely to be completed by end of the week. He also informed that Principal's message & executive summary has already been completed.
- II- Dr. Rajesh Bhoite informed that Preparation of SSR has already started, and assured that it would be completed by the end of the week.
- III- Prof. Md. Arif & Prof. Kirtikumar Pimpliskar informed that preparation of SSR has started and assured that it would be completed by the end of the week. Prof Kirtikumar also expressed that he is in constant touch with various external agencies and organizations for getting letters of participation of our college in various social awareness programmes & community development programs. Prof. Tahir expressed that a unique program "AIDS FREE SOCIETY" was started by him during his tenure, and requested that the same be continued.
- IV- Prof Shakeel Ahmed informed that the preparation of SSR has started and assured that it would be completed by the end of the week. It was expressed that various developmental expenditure currently going on to be incorporated in the SSR.
- V- Prof. Kirti Meghani informed that since she was away on one weeks refresher, she is yet to ascertain the progress. Madam also assured that the work would be completed by the end of the week, as most of the basic data is already kept ready.
- VI- Prof. Hanif Lakdawala informed that 50% of the work is completed and made a presentation to the entire house. The presentation was well appreciated by the entire house. Prof. Hanif Lakdawala informed that lot of information is kept ready, and requested Principal to go through the data, as it is pertaining to Governance, Leadership & Management, which basically pertains to the management.
- VII- Prof. Sameer Naik informed that as he was away on one weeks short refresher, and he is yet to ascertain the progress. He however assured that the work would be completed by the end of the week.

WEBSITE: Convener Prof. Hemanth Kumar Jonnala informed that our college website is continuously updated. He also requested all the members to go through the website and suggest changes required if any.

ALUMNI: Prof. Hemanth Jonnala appreciated the efforts of Prof. Kashish Malik and Prof. Balachandra Karbari for collecting the data of alumni. He requested for speedy collection of the data, as it

was expressed in the previous meeting that President Dr. Zahir I Kazi is interested in meeting our alumni, by Prof. Tahir.

PTA: Principal. Dr. Shaikh Mehmood Hasan requested Prof. Samir Naik to organize PTA for TY B.Com students. It was decided that PTA would be held before 1st April 2016.

Prof. Kirti Menghani informed the house about the importance of professional counselors role. It was also discussed that minutes of meetings held by counselor Ms. Nikki Bhatia along with students in self financing section during the previous years to be submitted to IQAC committee at the earliest.

NAAC Co-ordinator Prof. J. Hemanth kumar requested Principal Dr. Shaikh Mehmood Hasan to kindly confirm the likely date of completion of the building repair work, so as to plan uploading of the SSR on the college website. He requested the Principal to give date by which SSR can be uploaded, and LOI can be sent to NAAC. Principal Dr. Shaikh Mehmood Hasan informed the major infrastructural work has already started, and ensured that he would commit the date after consulting the contractor for likely completion of the work. NAAC coordinator requested the Principal to inform the house by 31st March 2016, when the management would like to have NAAC in our college.

Coordinator formally proposed vote of thanks and announced the date of **next meeting, which will be held on 31st March 2016 at 11.00 a m in staff Room.**

Prof. Hemanth Kumar Jonnala
Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 31st March 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed the Principal Dr. Shaikh Mehmood Hasan, Registrar Mr. Shakil Akhtar and all the members of the committee.

Progress of each criterion during the previous week was reported as under:

- I- Prof. Hemanth Jonalla submitted first 50 pages of draft SSR part A & Part B to the principal for perusal & correction. Principal and members applauded on the progress made by Convenor Prof. Jonalla. He also informed that Criteria – I would be completed by Saturday 2nd March 16.
- II- Prof. Balchandra Karbari informed that data entry has been completed and Dr. Rajesh Bhoite will submit it by next Saturday.
- III- Prof. Kirtikumar Pimpliskar informed that the reports of the academic year 2015-16 is being included. Research publications forms were distributed to collect individual detail of faculty achievements. Participation, Adoption & appreciation letters are expected from different NGOs, government offices, hospitals and police departments etc. Our NSS service adopted area in different localities can be included in the university extension cell. Principal requested Dr. Smitha Salunke to look into the possibility of getting letter for extension activities from the University of Mumbai especially for ladies. Dr. Mohd. Anzar suggested that Gymkhana should be upgraded. Dr. Syed Mohd. Abbasd Rizvi assured that he will provide the evidence of his All India Radio and TV programmes.
- IV- Prof. Shakeel Ahmed informed that the editing & proof reading is being done by the library and assured that once proof reading is being completed the same would be forwarded to Mr. Parvez. Principal Dr. Shaikh Mehmood Hasan & Registrar Mr. Shakeel Akhtar informed that infrastructure has already started and is in full swing. The house has also been assured of speedy completion of the work, and the likely date of completion of work would be intimated to the house at the earliest.
- V- Prof. Kirti Meghani informed that data collection has been completed and data entry is only remaining. Principal requested her to provide the complaint and suggestion box in the ladies common room. Prof. Hemanth Jonalla suggested that WiFi connection should be installed in the library.
- VI- Dr. Smitha Salunke told that entire Criteria – VI of the SSR is being taken care by Prof. Hanif Lakdawala, who has already completed more than 50%, and made a presentation in the staff room.
- VII- Prof. Sameer Naik informed that apart from PTA meeting no progress was made during the previous period because of exams. Prof. Hemanth Jonnala informed that most of the data on innovations and best practices is already available in AQAR's of the last five years.

WEBSITE: Convener Prof. Hemanth Kumar Jonnala informed that most of the data of our college has been uploaded to the college website. The college web site is updated on a regular basis. He also requested members to visit the website and suggest changes if any.

ALUMNI: Prof. Hemanth Jonnala appreciated the efforts of Prof. Kashish Malik and Prof. Balachandra Karbari. Prof. Karbari informed that group messages are being sent to our alumni and we received 25 CVs of the alumni till date. Prof. Kashish Malik informed that contact numbers of around 250 alumni students are collected and efforts are being made to contact them personally. Prof. Hemanth Jonnala informed that this is the outcome of our efforts that 22 alumni came to the college to make a get together from 8:15 pm to 11:10 pm. Some of these alumni belong to batches of 1982 to 1990 some of them are now bankers, principals, lawyers and teachers etc.

PTA: Prof. Sameer Naik informed that last week a PTA meeting was organized for TY B Com students. Prof. Hemanth Jonnala suggested that one more PTA meeting should also be organized for F. Y. & S. Y. students at the declaration of result and he also requested Prof. Sameer Naik to include Dr. Smitha Salunke and Prof. Vaishali Bankar for FY and SY respectively.

Convener and Coordinator Prof. Hemanth Jonnala formally proposed vote of thanks and announced the date of **next meeting, which will be held on 9thst April 2016 at 11.00 a m in Staff Room.**

Prof. Hemanth Kumar Jonnala
Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 21st April 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed the Principal Dr. Shaikh Mehmood Hasan, Registrar Mr. Shakil Akhtar and all the members of the committee.

Progress of each criterion during the previous week was reported as under:

- I- Criteria – I has been completed. Principals message, Executive summary, Institutional Profile and Criteria – I copy has been submitted to Principal for his perusal
- II- Prof. Rajesh Bhoite informed that data entry has been completed and will be submitted within 2 days.
- III- Prof. Kirtikumar Pimpliskar & Prof. Arif informed that data entry is almost completed and will be submitted with two days.
- IV- It was informed that data entry is completed. Since Mr. Parez computer got corrupt, data recovery is being attempted. He assured that the within a week report will be submitted.
- V- Prof. Kirti Meghani informed that data collection has been completed and data entry is only remaining. She also assured that within a day or two the report will be submitted.
- VI- Prof. Kashish Malik told that entire Criteria – VI of the SSR is being taken care by Prof. Hanif Lakdawala, who has already completed more than 50%, and assured that within one week the report will be submitted.
- VII- Prof. Tahir informed that he will sit with Prof. Samir Naik and try to complete the work within one week. Prof. Hemanth Jonnala expressed that he himself will try to complete the SSR criteria VII, since Prof. Tahir & Prof. Sameer Naik could not make any progress due to their commitments in other committees. Prof. Tahir however insisted on one weeks time within which the report would be completed. Prof. Hemanth Jonnala informed that most of the data on innovations and best practices is already available in AQAR's of the last five years.

WEBSITE: Convener Prof. Hemanth Kumar Jonnala informed that most of the data of our college has been uploaded to the college website. The college web site is updated on a regular basis. He also requested members to visit the website and suggest changes if any.

ALUMNI: Prof. Hemanth Jonnala appreciated the efforts of Prof. Kashish Malik and Prof. Balachandra Karbari. Prof. Karbari informed that group messages are being sent to our alumni asking them to send their latest CV's

PTA: It is planned to conduct a PTA for F.Y. & S.Y. on May 2nd 2016.

Convener and Coordinator Prof. Hemanth Jonalla formally proposed vote of thanks and announced the date of **next meeting, which will be held on 28th April 2016 at 11.00 a m in Staff Room.**

Prof. Hemanth Kumar Jonnala
Convenor

Minutes of the IQAC and NAAC Committee Meeting held on 15th June 2016

Prof. Hemanth Kumar Jonnala, Convenor welcomed the Principal Dr. Shaikh Mehmood Hasan, and all the members of the committee.

Progress of each criterion during the previous week was reported as under:

Criteria - I to VI Has been completed & Submitted.

Criteria - VII Prof. Sameer Naik informed that he could not make any progress due to commitments in other committees (Examination). Prof Tahir however informed that the criteria members would sit together after 21st June and try to complete. Principal requested the criteria members to complete and submit the required information to IQAC & NAAC chairman at the earliest.

Principal Dr. Shaikh Mehmood Hasan informed the members that due to the continues support from the Management, the college building renovation work and other infrastructural work is under full swing, and expressed his happiness in the progress made so far.

Prof. Hemanth Kumar Jonnala Chairman IQAC & NAAC informed that Departmental profiles of the un aided section are yet to be received from the concerned departments and also expressed the following with the permission of the Principal:

- a) Requested Principal to give likely date of completion of the infrastructural work, so as to plan the following activities for completion of NAAC:
 - A) Completion Uploading & submission of SSR
 - B) Preparation & submission of LOI
 - C) Preparation of AQAR for 2015-16
 - D) Preparing selected Alumni to interact with NAAC peer team
 - E) Conduct of PTA
 - F) Internal Power point Presentations Criteria wise & Department wise for better understanding of the entire NAAC process, which would help the members to interact with NAAC peer team.
- b) Shift Boys Common room to the space available between College Canteen & College Gymkhana
- c) Shift Cabin of Sport- in- Charge (**presently located next to VP's cabin**) to the Gymkhana
- d) Use the space created due to the shifting for examination work, by marking it as Examination Committee Room with separate computer.

Prof. Samir Naik informed that PTA for SY & TY B.com will be held on 17th & 18th of June 2016.

Principal Dr. Shaikh Mehmood Hasan appreciated the members for the progress made in preparation of SSR.

Convener and Coordinator Prof. Hemanth Jonalla formally proposed vote of thanks and requested all the members to mark a copy of reports generated for all the activities conducted in the college, to the IQAC & NAAC committee.

Prof. Hemanth Kumar Jonnala
Convenor

27th Aug 2016

Notice

As a part of ***Internal Quality Assurance*** Program, and for monitoring, the overall progress of the Institution an **Executive Committee** is formed comprising of the following functional heads:

1. Principal	-	Dr. Shaikh Mehmood Hasan	(Chairman)
2. Registrar	-	Mr. Shakeel Akhtar	(Secretary)
3. Morning Incharge – Aided Section	-	Prof. Sameer Naik	(Member)
4. Asst. Director – Unaided Section	-	Prof. Hanif Lakdawal	(Member)
5. Librarian	-	Prof. Shaikh Feroz	(Member)
6. IQAC & NAAC – Coordinator	-	Prof. Jonnala Hemanth Kumar	(Member)
7. Research Centre – Incharge	-	Dr. Shaukat Ali	(Member)

The Committee would meet once in every 15 days to co-ordinate & monitor, the overall progress (including Re-NAAC preparations), & suggest ways to improve the overall performance & efficiency of various functions of the Institutions.

Registrar Mr. Shakeel Akhtar, who is the secretary of the **EXCOM** would coordinate with all the functional heads, Conduct meetings every 15 days, maintain and circulate minutes of the meetings.

The 1st Meeting of the EXCOM would be held on 31st August 2016 at 11.00 AM in the Principal's Chamber. All the functional heads are required to be present.

Dr. Shaikh Mehmood Hasan
(Principal)

Minutes of the IQAC and NAAC Committee Meeting held on 13th November 2017

Prof. Hemanth Kumar Jonnala, Convener welcomed the Principal Dr. Shaikh Mehmood Hasan, and all the members of the committee.

Principal Dr. Shaikh Mehmood Hasan, welcomed all the members. He informed and congratulated the following staff members:

- | | |
|----------------------------------|---|
| ➤ Prof. Mohammad Tahir | on being designated as Senior Vice Principal |
| ➤ Prof. J. Hemanth Kumar | on being designated as Vice Principal |
| ➤ Mr. Harish Borkhatariya | on being designated as In Charge Registrar |

AS PER THE AGENDA THE FOLLOWING POINTS WERE DISCUSSED:

Prof. J. Hemanth Kumar IQC & NAAC Convener informed the members that NAAC has completely changed the Accreditation & Assessment procedures, due to which the SSR (prepared earlier consisting of 350 pages could not be sent due to pending infrastructural work), become redundant and has to be redone, mainly because as per the revised procedure, SSR preparation is now online.

He also informed members that as per the revised procedures ONLINE WINDOW will be kept open for a specific period only within which online application (IIQA) and SSR has to be prepared. Since the entire procedure is time bound and has to be completed within the specified period it is very important that Institution must be ready from all aspects, specially building repairing work, which has been delayed considerably due to various factors.

Prof. J. Hemanth Kumar IQC & NAAC Convener informed the members that IIQA (Institutional Information for Quality Assessment) is in place of LOI, and only after submission and acceptance of IIQA, WINDOW access for online preparation of SSR will be given. He also informed that ONLINE WINDOW for preparation and submission of IIQA is presently open from 9th Nov 2017 to 8th December 2017 along with a non refundable fees of Rs. 25000/- which has to be paid at the time of submission of IIQA. Since the deadline as per notification shows 8th Jan 2018 as the last date for online preparation and submission of SSR, progress of infrastructural work was taken up for discussion in order to decide whether to go for submission of IIQA & SSR, during the present OPEN WINDOW session or not.

Infrastructural work which is currently being undertaken since March 2016:

Principal Dr. Shaikh Mehmood Hasan informed the members that the infrastructural work (complete repairing and reinforcement of the existing building) which started in March 2016, is almost nearing completion and is expected to be completed by 30th November 2017. Principal also informed that Senior Vice Principal Prof. Mohammad Tahir, is continuously following up with HO to speed up the work, and ensure that all efforts are made to complete the work without any further delay.

Regarding Canteen & Gymkhana, Principal Dr. Shaikh Mehmood Hasan has informed members, that efforts are being made to get the canteen premises vacated, which is currently being occupied by one the peon who also happens to be gardener. Since he has been staying in college premises for almost a decade now, efforts are being made to provide him with some alternative, with the help of management, at the earliest, so that canteen premises can be used as a canteen after suitable repairing and renovation.

Prof. Mohammad Tahir Senior Vice Principal expressed that since Dec 8th 2017, is the last day for submission of IIQA, it would be desirable in the better interest to wait upto the last week of Nov 2017, to get a better picture of completion of building repairing & renovation work. He also informed that CCTV installation work and other fixture works are yet to start and necessary sanctions and approvals from HO are yet to be obtained, and hence last week of Nov 2017 would be ideal for taking a decision on applying for IIQA during the present session.

Prof. Sameer Naik morning in charge expressed that if there is a considerable time gap between applying for IIQA, online submission of SSR and the NAAC peer team visit, then we can still plan for present WINDOW, as this is the right time of the academic year, failing which next window may open sometime during the month of April/ May 2018, causing further delay.

Other Recent changes in the NAAC accreditation procedures & grading pattern:

Information sheet regarding changes in the Timelines, Assessment & Accreditation process of IIQA application, SSR application & assessment and a comparative statement showing grading and accreditation was distributed to all the members. Prof. J Hemanth Kumar IQAC & NAAC convener highlighted the changes in Key aspects and their corresponding weightages with a comparative analysis of OLD & NEW. He expressed that the revised changes are actually advantages to our Institution. He also highlighted the changes in weightages specially in Criteria – III Research Consultancy & Extension (from 150 to 120) & Criteria – V (from 100 to 130), and informed that it is important for the affiliated colleges to score above 3.01 GPA in Criteria – II Teaching Learning & Evaluation and Criteria – V Student Support & Progression in order to qualify for overall A or A+ grades.

Completion and submission of AQAR's for the year 2015-16 and 2016-17:

IQAC & NAAC convener informed that AQAR's for the above periods were kept pending due to the ensuing infrastructure work which started during Academic year 2015-16. He also ensured that AQAR's for the year 2015-16 and 2016-17 will be completed, submitted and uploaded before 30th Nov 2017.

Any other Matter – Alumni & PTA:

Importance of Alumni & PTA was once again discussed, specially due to the recent changes in Criteria - II under Student satisfaction Survey (50 exclusive points). It was once again felt that Alumni & PTA has to be properly informed about the recent changes in the entire accreditation procedures and their role in the same.

Prof. J. Hemanth Kumar IQAC & NAAC Convener, expressed his confidence on the entire team, as they could successfully complete and upload AQAR's for 4 years in 4 months during March 2016. He expressed that once infrastructural clearance is given, the entire team is capable of taking up the challenge of timely preparation and submission of ONLINE IIQA and SSR. He also placed his sincere gratitude to the management with a special mention of former chairman Mr. Izhar Khazi, for taking up the overall infrastructural work on such a large scale, specially, for the ladies toilets, and the overall face lift in the first floor and Principal's chamber. Principal Dr. Shaikh Mehmood Hasan appreciated the members for the positive attitude and expressed satisfaction on the overall progress made.

IQAC & NAAC Convener Prof. Hemanth Kumar Jonnala formally proposed vote of thanks, and requested all the members to start the preparation of AQAR's for the years 2015-16 & 2016-17, and informed the members that next review meeting of the committee for deciding upon the decision to apply IIQA would be held on 21st November 2017.

Prof. Hemanth Kumar Jonnala
Convenor