



Dr. Rafiq Zakaria College for Women, Navkhanda, Jubilee Park, Aurangabad

Internal Quality Assurance Cell (IQAC) Academic Year 2018-19

Minutes of the Meeting

Date: 10/07/2018

Tue sday

Internal Quality Assurance Cell (IQAC) meeting was conducted on 10/07/2018 Tuesday at 10:00 am in Principals Chamber.

10:00 am – Welcome of the members by the IQAC Coordinator Dr. Tanmay Paithankar

10:15 am – Discussing the Agenda of the meeting one by one.

12:30 pm – Suggesting steps to fulfil the objectives mentioned in the agenda. Following resolution is passed;

- 1) For NAAC preparation faculty meeting must be called and must be given necessary instructions.
- 2) Agenda must be set through IQAC meeting for improving academic standards
 - a). IQAC encourage teachers to organise international, national, regional conferences and seminars.
 - b) Non-PhD teachers are motivated to register for PhD.
 - c) Research committee constituted by IQAC to meet periodically to discuss current research trends and issues.
 - d) Proper help and support is given to teachers to avail themselves of faculty development program
- 3) More Classrooms must be made available for regular classes.
- 4) Requirement should be prepared to repair/ purchase of classroom furniture.
- 5) Result Analysis should be prepared by all the HOD's and should be submitted as early as possible to IQAC office.
- 6) Academic Calendar should be prepared by IQAC Coordinator. All the HOD's should submit Annual departmental activities schedule and annual teaching plan to IQAC cell.
- 7) Discipline Committee resolution should be passed

2:00 pm – Vote of Thanks by IQAC Coordinator.

Dr. Tanmay Paithankar

Coordinator

Internal Quality Assurance Cell (IQAC)

Dr. Tanmay A. Paithankar

Co-ordinator

Internal Quality Assurance Cell

Dr. Rafiq Zakaria College For Women

Navkhanda, Jubilee Park,

Aurangabad -431001.

Dr. Mazhar Farooqui

Principal & Chairman

Internal Quality Assurance Cell (IQAC)

PRINCIPAL

Dr. Rafiq Zakaria College For Women

Navkhanda, Jubilee Park,

AURANGABAD, (M.S.)



Dr. Rafiq Zakaria College for Women, Navkhanda, Jubilee Park, Aurangabad

Internal Quality Assurance Cell (IQAC) Academic Year 2018-19

Minutes of the Meeting

Date: 11/12/2018

Tue sday

Internal Quality Assurance Cell (IQAC) meeting was conducted on 11/12/2018 Tuesday at 10:00 am in Principals Chamber.

10:00 am – Welcome of the members by the IQAC Coordinator Dr. Tanmay Paithankar

10:15 am - Discussing the Agenda of the meeting one by one.

12:30 pm – Suggesting steps to fulfil the objectives mentioned in the agenda. Following resolution is passed;

- 1) Three classrooms will be made available with necessary furniture.
 - 2) Estimate should be made for repair/purchase of classroom furniture.
 - 3) Detail result analysis should be submitted to IQAC cell.
 - 4) Result Analysis should be prepared by all the HOD's and should be submitted as early as possible to IQAC office.
 - 5) Academic calendar must reflect the academic activities thorough out academic year
 - 6) Cleanliness committee meetings should be scheduled to frame working plan.
- 2:00 pm** - Vote of Thanks by IQAC Coordinator.

Dr. Tanmay Paithankar
Coordinator

Internal Quality Assurance Cell (IQAC)

Dr. Tanmay A. Paithankar
Co-ordinator

Internal Quality Assurance Cell
Dr. Rafiq Zakaria College For Women
Navkhanda, Jubilee Park,
Aurangabad -431001.

Dr. Mazhar Farooqui
Principal & Chairman

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Dr. Rafiq Zakaria College for Women, Navkhanda, Jubilee Park, Aurangabad

Internal Quality Assurance Cell (IQAC) Academic Year 2019-20

Minutes of the Meeting

Date:01/07/2019

Monday

Internal Quality Assurance Cell (IQAC) meeting was conducted on 01/07/2019 Monday at 10:00 am in Principals Chamber. Following dignitaries were present.

10:00 am – Welcome of the members by the IQAC Coordinator Dr. Tanmay Paithankar

10:15 am – Discussing the Agenda of the meeting one by one.

12:30 pm – Suggesting steps to fulfill the objectives mentioned in the Agenda. Following resolution is passed;

- 1) For NAAC preparation faculty meeting must be called and must be given necessary instructions.
- 2) Agenda must be set through IQAC meeting for improving academic standards
- 3) Career Advancement Scheme (CAS) promotion of the following teaching staff shall be conducted with procedure laid down by the Govt. of Maharashtra resolution 18/03/2019.
- 4) Primary scrutiny of the CAS proposals of teaching staff should be done by IQAC.
- 5) CAS promotion of Principal Dr. Maqdoom Farooqui to designation of Professor.

Sr. No	Name	Subject	Due date for CAS from level 12 to level 13A
1.	Dr. Ayesha Durrani	Chemistry	01/08/2019
2.	Dr. Tanmay A. Paithankar	Political Science	01/08/2019
3.	Dr. Chisty .S.Q.	Physics	01/08/2019
4.	Dr. Eraj Siddiqui	Library science	31/07/2019
Sr. No	Name	Subject	Due date for CAS from level 13A to level 14
1.	Dr. Vidya Pradhan	Zoology	As per the Govt. resolution
2.	Dr. Shrfunnihar	Urdu	As per the Govt. resolution
3.	Dr. Sumia Fatema	Botany	As per the Govt. resolution
4.	Dr. Ruksana Tabassum	Economics	As per the Govt. resolution

12:35 pm – Vote of Thanks by IQAC Coordinator.

Dr. Tanmay Paithankar
Coordinator
Internal Quality Assurance Cell (IQAC)

Dr. Tanmay A. Paithankar
Co-ordinator
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Dr. Maqdoom Farooqui
Principal & Chairman
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Internal Quality Assurance Cell (IQAC) Academic Year 2019-20
Minutes of the Meeting

Date: 18/11/2019

Monday

Internal Quality Assurance Cell (IQAC) meeting was conducted on 18/11/2019 Monday at 10:00 am in Principals Chamber. Following dignitaries were present.

10:00 am — Welcome of the members by the IQAC Coordinator Dr. Tanmay Paithankar

10:15 am - Discussing the Agenda of the meeting one by one.

12:30 pm — Suggesting steps to fulfill the objectives mentioned in the agenda. Following resolution is passed:

- 1) 3. Preparation of Academic Calendar.
- 2) NAAC accreditation preparation: Under this head IQAC has made QIF (Quality Indicator Framework) Criterion Wise College Committees to work towards every parameter related to accreditation.
- 3) Arranging meetings with HOD's and other faculty for more focused teaching learning activities.
- 4) Identifying the Strength and Weakness of the college and working towards eliminating the weakness.
- 5) Code of conduct was prepared for Students, Teachers and Non-Teaching staff.
- 6) Students feedback system is created.
- 7) The senior college faculty has been asked to publish more research publications in the reputed journals.
- 8) Remedial coaching is made available to the weak learners
- 9) For NAAC preparation faculty meeting must be called and must be given necessary instructions.
- 10) Agenda must be set through IQAC meeting for improving academic standards.

12:35 pm- Vote of Thanks by IQAC Coordinator.

Dr. Tanmay Paithankar
Coordinator

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Dr. Tanmay A. Paithankar
Co-ordinator

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Dr. Maqdoom Farooqui
Principal & Chairman

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Dr. Rafiq Zakaria College for Women,
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Internal Quality Assurance Cell (IQAC) Academic Year 2020-21
Minutes of the Meeting

Date: 07/12/2020

Monday

Internal Quality Assurance Cell (IQAC) meeting was conducted on 07/12/2020 Monday at 10:00 am in Principals Chamber. The meeting conducted by strictly following to the Covid-19 Pandemic norms issued by State, Central Governments from time to time.

10:00 am – Welcome of the members by the IQAC Coordinator Dr. Tanmay Paithankar

10:15 am – Discussing the Agenda of the meeting one by one.

12:30 pm – Suggesting steps to fulfill the objectives mentioned in the agenda. Following resolution is passed;

1. Preparation of Academic Calendar.

2. NAAC accreditation preparation: Under this head IQAC has made QIF (Quality Indicator Framework) Criterion Wise College Committees to work towards every parameter related to accreditation.

3. The senior college faculty has been asked to publish more research publications in the reputed journals

4. E-learning process to be strengthened by adopting e-learning tools for more topics in different subjects.

5. Preparation of AQAR.

12:35 pm – Vote of Thanks by IQAC Coordinator.

Dr. Tanmay Paithankar
Coordinator
Internal Quality Assurance Cell (IQAC)

Dr. Tanmay A. Paithankar
Co-ordinator
Internal Quality Assurance Cell
Dr. Rafiq Zakaria College For Women
Navkhanda, Jubilee Park,
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Dr. Maqdoom Farooqui
Principal & Chairman
Internal Quality Assurance Cell (IQAC)

Principal
Dr. Rafiq Zakaria College For Women
Navkhanda, Jubilee Park, Aurangabad - 431001.





Dr. Rafiq Zakaria College for Women,
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Internal Quality Assurance Cell (IQAC) Academic Year 2019-20
Action Taken Report

Date: 08/12/2020

Tuesday

Suggesting steps to fulfill the objectives mentioned in the agenda. Following Action is Taken;

1. Preparation of Academic Calendar started.
2. NAAC accreditation preparation: Under this head IQAC has made QIF (Quality Indicator Framework) Criterion Wise College Committees to work towards every parameter related to accreditation has been started.
3. The senior college faculty has started publishing more research publications in the reputed journals
4. E-learning process strengthening initiated by adopting e-learning tools for more topics in different subjects.
5. Preparation of AQAR started.

Dr. Tanmay Paithankar
Coordinator
Internal Quality Assurance Cell (IQAC)

Dr. Tanmay A. Paithankar
Co-ordinator
Internal Quality Assurance Cell
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Navkhanda, Jubilee Park,
Aurangabad - 431001.

Dr. Maqdoom Farooqui
Principal & Chairman
Internal Quality Assurance Cell (IQAC)

Principal
Dr. Rafiq Zakaria College For Women
Navkhanda, Jubilee Park, Aurangabad - 431001.





Dr. Rafiq Zakaria College for Women,
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Internal Quality Assurance Cell (IQAC) Academic Year 2020-21
Minutes of the Meeting

Date: 04/01/2021

Monday


Internal Quality Assurance Cell (IQAC) meeting was conducted on 04/01/2021 Monday at 10:00 am in Principals Chamber. The meeting conducted by strictly following to the Covid-19 Pandemic norms issued by State, Central Governments from time to time.

10:00 am – Welcome of the members by the IQAC Coordinator Dr. Tanmay Paithankar

10:15 am – Discussing the Agenda of the meeting one by one.

12:30 pm – Suggesting steps to fulfill the objectives mentioned in the agenda. Following resolution is passed;

1. To Start Value – added courses to be introduced
2. Special activities conducted for Advanced/Slow Learners
3. To implement Measures for improving academic performance of the students
4. To organize NSS camp
5. To Start Skill-Based Courses/Value Added Courses
6. To Start Entrepreneurship development programmes
7. To organize Cultural events
8. To Start Personality and soft skill development programme.
9. ICT teaching tools to be frequently used for teaching.
10. To strengthen Internal Assessments
11. To effectively solve student Grievances regarding University Examinations
12. To Conduct International Conference/Seminar/Webinar
13. To encourage Faculty members to apply for Major/Minor Projects.
14. To encourage Faculty members to Publish Books.
15. To encourage Faculty members to apply for various prestigious Awards, Recognitions and Fellowships.
16. To Start Certificate Course in Bee Keeping.
17. To conduct various extension activities for students.
18. To increase collaborations/linkages for Faculties exchange, Students exchange, Internship, Field trip, on the job training research etc., during the year
19. To sign MOU with various prestigious institutions.
20. To Conduct Faculty Development Programme.
22. To conduct green audit
23. To conduct Energy Audit
24. To conduct Environment audit
25. To apply for clean and green campus recognition / awards
26. Beyond the campus environmental promotion activities:
27. Built environment with ramps/ lifts for easy access to classrooms


Dr. Tanmay A. Paithankar
Co-ordinator
Internal Quality Assurance Cell
Dr. Rafiq Zakaria College For Women
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Principal
Dr. Rafiq Zakaria College For Women
Navkhanda, Jubilee Park, Aurangabad - 431001.

28. To increase institutional efforts initiatives in providing and inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities
29. To develop, Sensitization of students and staff of the institution to the constitutional obligations: values, rights, duties and responsibilities of citizens
30. To celebrates/organizes national and international commemorative days, events and Festivals.



Dr. Tanmay Paithankar
Coordinator

Internal Quality Assurance Cell (IQAC)

Dr. Tanmay A. Paithankar
Co-ordinator

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Dr. Maqdoom Farooqui
Principal & Chairman

Internal Quality Assurance Cell (IQAC)

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Dr. Rafiq Zakaria College for Women,
Navkhanda, Jubilee Park, Aurangabad
Internal Quality Assurance Cell (IQAC) Academic Year 2020-21
Action Taken Report

Date: 05/01/2021

Tuesday

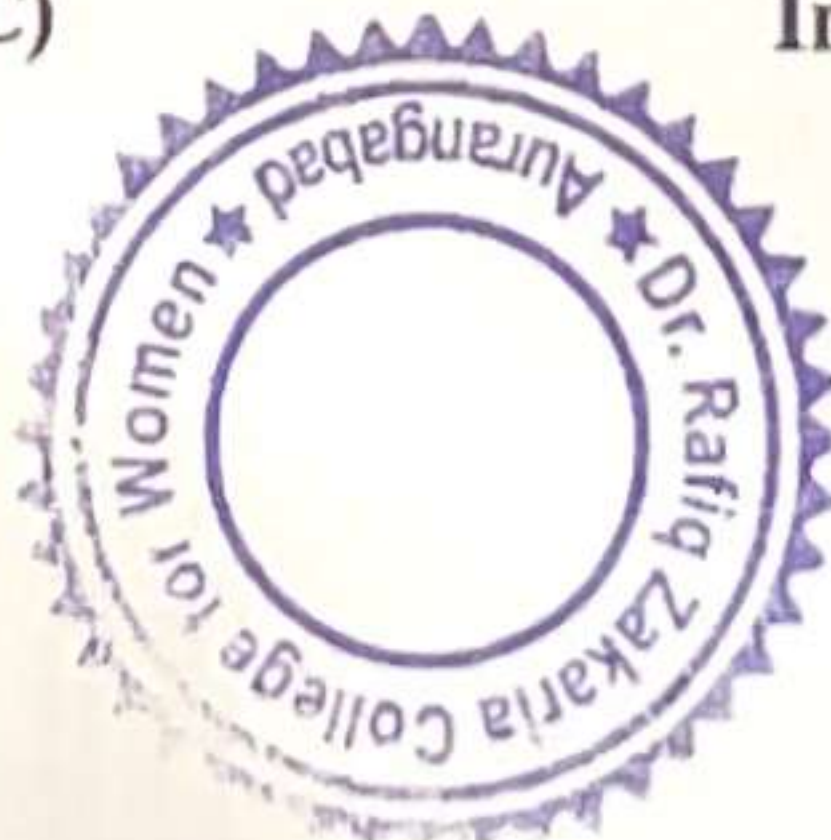
Suggesting steps to fulfill the objectives mentioned in the agenda. Following Action is Taken

1. Process started to Start Value – added courses.
2. Instruction have been given to all HODs to conduct Special Activities for Advanced/Slow Learners
3. Measures are drafted for improving academic performance of the students
4. Instruction have been given to organize NSS camp
5. Process is framed to Start Skill-Based Courses/Value Added Courses
6. Teachers are instructed to use ICT teaching tools frequently.
7. Internal Assessments strengthening process is initiated.
8. Examination department have been asked to draft detail process to solve student Grievances regarding University Examinations
9. HODs were instructed to Conduct International Conference/Seminar/Webinar
10. Faculty members are asked to apply for Major/Minor Projects.
11. Faculty members are asked to Publish Books.
12. Faculty members are asked to apply for various prestigious Awards, Recognitions and Fellowships.
13. Initiated the Process to draft Certificate Course in Bee Keeping.
14. All department Heads are asked to increase collaborations/linkages for Faculties exchange, Students exchange, Internship, Field trip, on the job training research to sign MOU etc., during the year.
15. IQAC coordinator to Conduct Faculty Development Programme.
16. IQAC to apply to conduct green audit
17. IQAC to apply for clean and green campus recognition / awards
18. All department Heads are asked Beyond the campus environmental promotion activities:
19. Requirement is chalked out to build environment with ramps/ lifts for easy access to classrooms.

Dr. Tanmay Paithankar
Coordinator

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Dr. Maqdoom Farooqui
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**Dr. Rafiq Zakaria College for Women,
Navkhanda, Jubilee park, Aurangabad**



Date: 20/06/2022


Internal Quality Assurance Cell (IQAC)

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders---NAAC Guidelines.

The composition of the IQAC is as follows:

Sr.No.	Designation	Name
1	Chairperson	Dr. Maqdoom Farooqui
2	Senior Administrative Officer	Mr. Mohammad Ehsan
3	Three to eight teachers	1) Vidya Pradhan 2) Dr. Nilofer Shakir 3) Dr. Mumtaz Baig
4	One member from the Management	Mr. Shaikh Dastagir
5	One/two nominees from local society, Students and Alumni	1)Dr. U.K. Asema, 2) Mrs. Arefa
6	One/two nominees from Employers /Industrialists/stakeholders	
7	One of the senior teachers as the Coordinator/Director of the IQAC	Dr. Tanmay. A. Paithankar




Dr. Maqdoom Farooqui
Principal

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Internal Quality Assurance Cell (IQAC) Academic Year 2021-22

Minutes of the Meeting

Date: 04/07/2022

Monday

Internal Quality Assurance Cell (IQAC) meeting was conducted on 04/07/2022 Monday at 10:00 am in Principals Chamber. The meeting conducted by strictly following to the Covid-19 Pandemic norms issued by State, Central Governments from time to time.

10:00 am – Welcome of the members by the IQAC Coordinator Dr. Tanmay Paithankar

10:15 am – Discussing the Agenda of the meeting one by one.

12:30 pm – Suggesting steps to fulfil the objectives mentioned in the agenda. Following resolution is passed;

1. To organize Research Methodology Workshop in different subjects.
 2. Introduce new courses.
 3. To apply for research Centre in various subjects.
 4. Organize guest lectures on Research and Research techniques for students and staff.
 5. Establish a Continuous Internal Assessment Committee and formulate a Policy Document for Internal Assessments.
 6. Improve and consolidate ICT infrastructure within the college campus. Ensure that policy documents are in place for transparency and fairness with regard to all aspects of administration and governance.
 7. Provide wi-fi facility in the library (alternatively, make the entire campus wi-fi enabled)
 8. Introduce welfare measures for the teaching staff and enhance welfare measures for the non-teaching staff and students.
 9. Pending digitization work be completed.
 10. Library to have more e-books and e-journals so that students can access the available resources from home.
 11. Provide a list of current indexed journals in each subject to the departments.
 12. Initiate collaborative research projects with other departments within college. Work towards establishing more linkages with industry.
 13. Preparation of Academic Calendar.
 14. NAAC accreditation preparation: Under this head IQAC has made QIF (Quality Indicator Framework) Criterion Wise College Committees to work towards every parameter related to accreditation.
 15. The senior college faculty has been asked to publish more research publications in the reputed journals
 16. Preparation of AQAR.
- 12:50 pm:** Vote of Thanks by IQAC Coordinator.


Dr. Tanmay Paithankar
Coordinator

Internal Quality Assurance Cell (IQAC)
Dr. Tanmay A. Paithankar

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Dr. Maqdoom Farooqui
Principal & Chairman

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Dr. Rafiq Zakaria College for Women,

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**Internal Quality Assurance Cell (IQAC) Academic Year 2021-22
Action Taken Report**

Date: 05/07/2022

Tuesday

Suggesting steps to fulfil the objectives mentioned in the agenda. Following Action is Taken;

1. All HODs are informed to organize Research Methodology Workshop in their subjects.
2. All HODs are informed to Introduce new courses.
3. All HODs are informed to apply for research Centre in various subjects.
4. All HODs are informed to Organize guest lectures on Research and Research techniques for students and staff.
5. IQAC to look after Continuous Internal Assessment and formulate a Policy Document for Internal Assessments.
6. The Requirement has been sent to Management/CDC for approval to Improve and consolidate ICT infrastructure within the college campus. Ensure that policy documents are in place for transparency and fairness with regard to all aspects of administration and governance.
7. Process has been started to provide wi-fi facility in the library (alternatively, make the entire campus wi-fi enabled)
8. Initiated the process to introduce of welfare measures for the teaching staff and enhance welfare measures for the non-teaching staff and students
9. Pending digitization work started.
10. Librarian have been informed to draft action plan to have more e-books and e-journals so that students can access the available resources from home.
11. Librarian have been informed to provide list of current indexed journals in each subject to the departments.
12. The process initiated for collaborative research projects with other departments within college. Work towards establishing more linkages with industry.
13. Preparation of Academic Calendar.
14. NAAC accreditation preparation: Under this head IQAC has made QIF (Quality Indicator Framework) Criterion Wise College Committees to work towards every parameter related to accreditation.
15. The senior college faculty has been asked to publish more research publications in the reputed journals
16. Preparation of AQAR.

Dr. Tanmay Paithankar
Coordinator

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Co-ordinator

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Principal & Chairman

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Internal Quality Assurance Cell (IQAC) Academic Year 2021-22

Minutes of the Meeting

Date: 05/12/2022

Monday

Internal Quality Assurance Cell (IQAC) meeting was conducted on 05/12/2022 Monday at 10:00 am in Principals Chamber. The meeting conducted by strictly following to the Covid-19 Pandemic norms issued by State, Central Governments from time to time.

10:00 am – Welcome of the members by the IQAC Coordinator Dr. Tanmay Paithankar

10:15 am – Discussing the Agenda of the meeting one by one.

12:30 pm – Suggesting steps to fulfil the objectives mentioned in the agenda. Following resolution is passed;

1. To review AQAR report and prepare it for submission on NAAC-HEI portal
2. To understand the changes brought upon by National Education Policy.
3. The college faculty has been asked to publish more research publications in the reputed journals
4. The college faculty has been asked to publish Books, Chapter in Books, Edited Volumes etc.
5. NAAC accreditation preparation: Under this head IQAC has made QIF (Quality Indicator Framework) Criterion Wise College Committees to work towards every parameter related to accreditation.
6. To make a review meet department wise for NAAC preparation.

12:50 pm: Vote of Thanks by IQAC Coordinator.

Dr. Tanmay Paithankar
Coordinator

Internal Quality Assurance Cell (IQAC)

Dr. Tanmay A. Paithankar
Co-ordinator

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Dr. Rafiq Zakaria College for Women,
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Internal Quality Assurance Cell (IQAC) Academic Year 2021-22
Action Taken Report

Date: 06/12/2022

Tuesday

Suggesting steps to fulfil the objectives mentioned in the agenda. Following Action is Taken;

1. Process to review AQAR report and prepare it for submission on NAAC-HEI portal started.
2. IQAC to organize Guest Lectures, Workshops to understand the changes brought upon by National Education Policy.
3. The college faculty has been asked to publish more research publications in the reputed journals
4. The college faculty has been asked to publish Books, Chapter in Books, Edited Volumes etc.
5. NAAC accreditation preparation: Under this head IQAC has to review the assigned work to QIF (Quality Indicator Framework) Criterion Wise College Committees to work towards every parameter related to accreditation.
6. IQAC to prepare the schedule to make a review meet department wise for NAAC preparation.


Dr. Tanmay Paithankar
Coordinator

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Dr. Tanmay A. Paithankar
Co-ordinator

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