



INTERNAL QUALITY ASSURANCE CELL CHISHTIYA COLLEGE OF ARTS, SCIENCE & COMMERCE

MINORITY INSTITUTION-NAAC ACCREDITED

AFFILIATED TO DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY AURANGABAD
KHULDABAD, DIST.AURANGABAD - 431 001 (MS)

Prof. Shaikh Aijaz

I/C.PRINCIPAL & CHAIRPERSON IQAC
Mob.:9890151975

Dr. Quadri Syeda Arshia

IQAC Co-ordinator
Mob.:9860017596

CCASCK/IQAC/2022-23/

Date: 19.09.2022

Notification

It is hereby notified that the Principal and Management Body of the Institute have reconstituted Internal Quality Assurance Cell (IQAC), in adherence to the recommendations and guidelines of NAAC for the Academic Year 2022-23 in the meeting held on 19th September 2022. Hence the newly composed IQAC is as under:

- | | | |
|--|---|--|
| 1. Chairperson | : | Dr. Shaikh Aijaz M. |
| 2. Senior Administrative Officer | : | 1. Mr. Mohd. Shafiuddin
2. Mr. Shaikh Ateeq
3. Mr. Shaikh Shakeel Yousuf |
| 3. Teacher Representative | : | 1. Dr. Ramteke P. W.
2. Mr. Bhanage S. B.
3. Dr. Shaikh Afsar R.
4. Mr. Jadhav Sunil A.
5. Dr. Khan Hameeda M.
6. Dr. Deshpande Shilpa S.
7. Dr. Siddiqui Afroza Khatoon |
| 4. Member from the Management | : | Mr. Shaikh Mohd. Ayyub |
| 5. Nominee from Local Society | : | Mr. Abed Jagirdar |
| 6. Nominee of Present Student | : | Ms. Shamshad Bano Md, Yusuf |
| 7. Nominee of Alumni | : | Dr. Shaikh Noorjahan |
| 8. Nominee from Employer/ Industrialists | : | Mr. Mohammad Ahmad Momin |
| 9. Co-ordinator/ Director of IQAC | : | Dr. Quadri Syeda Arshia |

Hence Coordinator of IQAC is directed to inform all the newly selected members of IQAC.

Copy to:

1. Governing Body
2. College Office
3. All the Members of IQAC
4. Concerned File (IQAC)

Principal

I/c Principal

Chishtiya College of Arts, Science & Commerce
Khuldabad Dist. Aurangabad.



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Dr. Quadri Syeda Arshia

IQAC Co-ordinator
Mob.:9860017596

CCASCK/ IQAC/ Meetings/2022-23

Date: 08. 03.2023

To

The Principal
Chishtiya College of Arts, Science and Commerce
Khuldabad

Sub: Report of the II and III Meetings of IQAC 2022-23.

Sir

This is to inform you that the Working IQAC met on 30th Nov 2022 and 6th March 2023 to plan the working schedule and various planning to be done for the next Cycle of NAAC Accreditation. Attached is the details of the meetings and the suggestions to the College administration for better documentation and procedures to be followed for the quality sustenance and incremental grade from NAAC. We request you to make these suggestions as the directives from IQAC for planning the new developmental activities of the Institute.

Hoping for a positive response.

Yours Sincerely

Enclosures:

1. Meeting Agenda
2. Minutes and Action Taken
3. List of members attended the Meeting.

Chairman/Coordinator
Internal Quality Assurance Cell
Chishtiya College of Arts, Science & Commerce
Khuldabad Dist. Aurangabad.

Copy to:

1. The Chairman, Urdu Education Society, Aurangabad
2. The General Secretary, Urdu Education Society, Aurangabad

o/c

Received
9/03/23

10/3/23

II IQAC Meeting 2022-23

Date: 30th Nov 2022

Time: 3pm.

Venue: IQAC Office

Agenda of the Meeting:

1. Confirm the minutes of the previous meeting dt. 19th Sept 2022.
2. Discussion on AQAR 2020-21 and 2021-22 submission till 31st December 2022.
3. Distribution of Criteria wise work.
4. Discussion on Timeline of AQAR submission.
5. To decide working strategy of IQAC post NAAC Accreditation.

Minutes and Action Taken:

1. Decided to compile and finalize data till 24th Dec 2022 and submit AQARs till 27th Dec 2022.
2. Criteria wise work plan distribution :
Criteria I – Mr. Bhanage S.B
Criteria II – Dr. Afroza Khatoon
Criteria III- Dr. Deshpande S.S
Criteria IV – Dr. Afsar Rasheed
Criteria V – Mr. Jadhav S.A
Criteria VI – Dr. Khan Hameeda
Criteria VII – Dr. Ramteke P.W
3. Time line decided:
Data Collection – till 7th Dec 2022
Data Compilation – till 17th Dec 2022
Data Filling (Online) – till 22nd Dec 2022
Website Uploading – Along with Data Filling
AQAR Final submission – till 27th Dec 2022



Chairman/Coordinator
Internal Quality Assurance Cell
Chishtiya College of Arts, Science & Commerce
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4. Strategy decided for the IQAC working post Accreditation:

- a. All the IQAC working members should report to IQAC about their saying in any matter in writing. If not replied in writing, it should be considered as violation of rules.
- b. Members should follow strictly the timeline decided time to time during the work distribution.
- c. Working IQAC WhatsApp group is meant to inform any information urgently to all the members.
- d. Every member should keep themselves updated regarding the latest information and work plan of their criteria.
- e. Members should attend all the IQAC meetings as and when called for, without fail. If in emergency, should inform systematically in writing, reasons for their absence.
- f. It is hereby informed that all the above strategy, if not followed, the matters will be forwarded to the higher authorities for further actions.


Members Present

Dr. Khan Hameeda
Dr. Deshpande S.S
Dr. Siddiqui Afroza
Dr. Bhanage S.B
Dr. Quadri S.A

Members Absent

Dr. Afsar Rasheed
Mr. Jadhav Sunil
Dr. Ramteke P.W

This is for your information and further instruction.


Chairman/Coordinator
Internal Quality Assurance Cell
Chishtiya College of Arts, Science & Commerce
Khuldaabad Dist. Aurangabad.

III IQAC Meeting 2022-23

Date: 6th March 2023

Time: 11.30 am.

Venue: IQAC Office

Agenda of the Meeting:

1. Confirm the minutes of the previous meeting dt. 30th Nov 2022.
2. To discuss the low performing criterion of NAAC Report.
3. Discussion to develop well planned activities to boost the low performing areas.
4. Discussion on General Meeting with the Governing Body, Principal and CDC.
5. Distribution of the work for the years ahead.

Minutes and Action Taken:

1. Submitted AQARs 2020-21 and 2021-22 on dated 24th Dec 2022 and 19th Jan 2023. Both the AQARs has been approved by NAAC without any queries.
2. Submitted Academic and Administrative Audit for 2020-21, 2021-22 & 2022-23 to the University on 10th Feb 2023.
3. Criteria wise low performing matrices as per NAAC Accreditation Report are as under :
Criteria I: 1.2.2, 1.2.3, 1.3.1, 1.3.2
Criteria II: 2.1.2, 2.2.1, 2.3.1, 2.3.2, 2.6.1, 2.6.2, 2.6.3
Criteria III: 3.1.1, 3.1.3, 3.2.1, 3.3.2, 3.3.3, 3.4.2, 3.5.2.
Criteria IV: 4.1.1, 4.1.4, 4.2.1, 4.2.3, 4.2.4, 4.3.2, 4.4.2.
Criteria V: 5.1.2, 5.1.4, 5.2.1, 5.4.1.
Criteria VI: 6.1.2, 6.2.1, 6.3.2, 6.3.5, 6.5.2, 6.5.3.
Criteria VII: 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.10.
4. Criteria wise work plan distribution :
Criteria I – Mr. Bhanage S.B
Criteria II – Dr. Afroza Khatoon
Criteria III- Dr. Deshpande S.S
Criteria IV – Dr. Afsar Rasheed
Criteria V – Mr. Jadhav S.A
Criteria VI – Dr. Khan Hameeda
Criteria VII – Dr. Ramteke P.W



Chairman/Coordinator
Internal Quality Assurance Cell
Chishtiya College of Arts, Science & Commerce
Khuldabad Dist. Aurangabad.

5. Distribution of IQAC Membership Letters to the Members who attended the meeting. Mr. Bhanage has been given the responsibility to distribute Letters of the IQAC Members other than College.
6. All the attendees of the meeting instructed to go through the low performing areas of the allotted criteria and plan for the further action to boost the performance.
7. Notices should be issued based on the low performance Department wise and make the activities distributed to all the department mandatory.
8. Members will meet again on 13th March 2023 to discuss the criterion and new benchmarks after criteria wise study.
9. Meeting with the Governing Body, Principal and CDC in the second week of April 2023 is planned tentatively.

Members Present

Dr. Khan Hameeda

Dr. Deshpande S.S

Dr. Siddiqui Afroza

Dr. Bhanage S.B

Mr. Jadhav Sunil

Dr. Quadri S.A

Members Absent

Dr. Afsar Rasheed

Dr. Ramteke P.W

This is for your information and further instruction.



Chairman/Coordinator
Internal Quality Assurance Cell
Chishliya College of Arts, Science & Commerce
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Prof. Shaikh Aijaz

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Dr. Quadri Syeda Arshia

IQAC Co-ordinator

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2. College Office
3. All the Members of IQAC
4. Concerned File (IQAC)

Principal

I/c Principal

Chishtiya College of Arts, Science & Commerce
Khuldabad Dist. Aurangabad.

Date: 19th July 2022

Notice

All the staff members (Teaching and non-teaching) are hereby informed to attend the meeting on 20th July 2022 at 2.15 pm onwards at College Campus to discuss the following agenda. Principal Dr. Shaikh Aijaz will preside over the meeting. All the concerned are requested to attend the same.

Agenda of the Meeting.




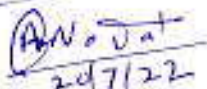
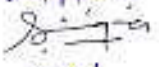


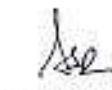


1. To discuss Coordinating Committees for the arrangement of Peer Team visit.
2. To discuss Coordinating Committees for 18th and 19th Aug 2022.
3. To discuss urgent requirements of the departments for the Peer Team Visit.
4. Any other matter at the time of meeting.

Date of the Meeting: 20th July 2022

Time of the Meeting: 2.15 pm

Venue of the Meeting: Seminar Hall No-1

Chishtiya College, Khuldabad

- 1) Dr. Jamale H. N. 
- 2) Bhawanee S. B. 
- 3) Dr. Syed J. M. 
- 4) Dr. A. G. Nadat 
- 5) Dr. Siddiqui Afrozga - 
- 6) Dr. Bagal S. S. 
- 7) Anilquis Patel 
- 8) Dr. Shilpa Deshpande - 
- 9) Dr. Khair Hameeda - 
- 10) Dr. Bhairao A. S. - 


I/c Principal
Chishtiya College of Arts, Science & Commerce
Khuldabad Dist. Aurangabad.

29th Sept 2022

To
The Principal
Chishtiya College of Arts, Science and Commerce
Khuldabad

Sub: Report of the Meeting held on 19th September 2022.

Sir

This is to inform you that the Working IQAC met on 19th Sept 2022 to plan the working schedule and various planning to be done for the next Cycle of NAAC Accreditation. Attached is the details of the meeting and the suggestions to the College administration for better documentation and procedures to be followed for the quality sustenance and incremental grade from NAAC. We request you to make these suggestions as the directives from IQAC for planning the new developmental activities of the Institute.

Hoping for a positive response.

Yours Sincerely

Arshia
DR. QUADRI S. ARSHIA
IQAC Coordinator

Enclosures:

1. Meeting Agenda
2. Minutes and Action Taken
3. List of members attended the Meeting.

Copy to:

1. The Chairman, Urdu Education Society, Aurangabad
2. The General Secretary, Urdu Education Society, Aurangabad

Received
Arshia
29-09-22

Arshia
30/9/22

Arshia
IC Principal
Chishtiya College of Arts Science & Commerce
Khuldabad, Dist. Aurangabad.

Agenda of the Meeting

Date: 19th September 2022

Time: 2.00 pm Venue: IQAC Office

1. Designing of Five Yearly Institutional Perspective Plan. Accordingly Yearly activities should be planned.
2. Planning of Institutional Budget and IQAC Budget.
3. Framing of Institutional Coordinating Committees for the Academic Year 2022-23 for smooth functioning.
4. Designing of the Institutional Academic Calendar 2022-23.
5. Discussion on AQAR 2020-21, and 2021-22 submission.
6. Departmental Activity Record Keeping Format, Single Activity Report Format, Attendance Sheet Format, Feedback Format etc.
7. Increase in the number of meetings of IQAC.
8. Dissolution of present IQAC and constitution of new IQAC.
9. Revision of filing system and creation of new files.
10. Constitution of NAAC Steering Committee.


IIC Principal
Chishtiya College of Arts Science & Commerce
Khuldabad, Dist. Aurangabad.

Minutes and Action Taken Report

Meeting Date: 19th Sept 2022

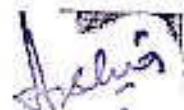
Following issues discussed and finalized in the meeting held on

19th September 2022 at 2 pm.

1. IQAC suggests to Constitute below mentioned Committees afresh for the Academic Year 2022-23.
 - i. College Development Committee (CDC)
 - ii. Perspective Planning Committee
 - iii. Budget Committee
 - iv. Academic Calendar Committee
 - v. Internal Evaluation Committee
 - vi. Internal Coordinating Committee.etc.

As per the need of the administration should be constituted.

2. College Development Committee along with Perspective Planning Committee should design the perspective plan of the Institute and get it sanctioned from the Management and Principal for the planned development of the Institute.
3. CDC along with IQAC and Budget Committee should prepare a Budget based on the Perspective Plan. The Budget prepared must be discussed with the Principal and forwarded to the Management for sanction.
4. To enhance the Teaching - Learning experience at the Campus, a well-planned Academic Calendar must be in place for every Academic Year. The responsibility should be carried out by Academic Calendar Committee constituted by the Principal every year regularly immediately after the Admission process.
5. It is decided in the meeting to work on the submission of AQAR 2020-21 and 2021-22 to NAAC from 1st Oct 2022.
6. IQAC should maintain Department wise and Criteria wise documentation for every year afresh for the preparation of NAAC IV Cycle.
7. Every events organized in the Campus should be maintained in the well documented formats designed by IQAC. One copy of the same will be



I/C Principal

submitted to IQAC immediately after the successful organization of the event.

8. Designing of various Feedback Forms and Surveys questionnaires highly recommended for the enhancement of work quality.
9. Exit Survey of the Outgoing students (final year) is one of the essential activity that should be introduced from the current Academic Year. A well-structured format for Exit Survey must be designed.
10. It is also decided to increase the number of meeting (two meeting every semester i.e. four meeting yearly) of the IQAC during every year for frequent follow up of the activities.
11. It is decided to dissolve the present IQAC and constitute new IQAC with the consent of the Management and Principal as early as possible.
12. It is also suggested to constitute a NAAC Steering Committee for the working at Local Campus activities. The names suggested are as below:
 1. Dr. Bhalerao A.S
 2. Dr. Patel B.H
 3. Mr. Faizan Shaikh
 4. Ms. Almas Bano
 5. Mr. Anurag Chavan
 6. Dr. Nazneen Sultana
 7. Mr. Rahmat Khan
 8. Mr. Shaikh Shakeel and
 9. Ms. Shaikh Sameena

These are the recommendation and suggestion from present IQAC for smooth functioning and sustenance of quality activities to face NAAC's IV Cycle of accreditation.

The following IQAC members attended the meeting:

1. Mr. Bhanage S.B
2. Dr. Ramteke P.W
3. Dr. Khan Hameeda
4. Dr. Siddiqui Afroza
5. Dr. Quadri S.A




HC Principal

Dr. Quadri S. Asshig
IQAC Co-ordinator