

**Anjuman Islam Janjira's**  
**Anjuman Islam Degree College of Science Murud, Janjira**  
**Murud-Janjira Raigad-402401**

**Internal Quality Assurance Cell (IQAC)- 2023-24**

**Minutes of Meeting**

Committee meeting is held in Chairpersonship of principal **Dr. Sajid F. Shaikh**, and which was held at **02.30 pm on 01/03/2024** as per programmed scheduled.

Following agenda were discussed the following points and accepted.

Sr. No.	Agenda	Matter Raise / Suggestion By	Minutes of Meeting
01.	Conformation of last meeting (24 <sup>th</sup> meeting) minutes.	Dr. Amanulla Khan	The minutes of the 24th meeting were reviewed and confirmed by Dr. Amanulla Khan. No objections were raised.
02.	SSR final review for submission.	Dr. Sajid F. Shaikh	Dr. Sajid F. Shaikh Sir presented the SSR final review for submission. The document was discussed thoroughly, and necessary revisions were suggested by the attendees.
03.	SSS guidelines and awareness.	Dr. Swati S Kharade	Dr. Swati S Kharade discussed the SSS guidelines and raised awareness among the attendees. Points of clarification were sought, and it was decided to disseminate the guidelines among all students.
04.	Status of syllabus for theory and practical	Dr. Sajid F. Shaikh	Dr. Sajid F. Shaikh Sir took an update on the status of syllabus for both theory and practical sessions.
05.	Examination and Evaluation status.	Assi. Prof. Shoyeab M. Khan	Assi. Prof. Shoyeab M. Khan Sir presented the examination and evaluation status. Concerns regarding upcoming exam schedule and examination committee work.
06.	Milestones for pre-qualification of SSR.	Dr. Amanulla Khan	Dr. Amanulla Khan led the discussion on milestones for pre-qualification of SSR and preparedness for DVV clarification. Key milestones were identified, and responsibilities were assigned to ensure timely completion.

 02/03/24		 Principal
IQAC-Coordinator		

**I/C PRINCIPAL**  
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**Action Taken Report (ATR)**

Meeting No: 25<sup>th</sup>

Meeting Date: 01/03/2024

ATR date: 04/03/2024

Sr. No.	Agenda	Matter Raise / Suggestion By	Minutes of Meeting	Action Taken
01.	Conformation of last meeting (24 <sup>th</sup> meeting) minutes.	Dr. Amanulla Khan	The minutes of the 24th meeting were reviewed and confirmed by Dr. Amanulla Khan. No objections were raised.	The confirmed minutes were documented and will be made available for reference.
02.	SSR final review for submission.	Dr. Sajid F. Shaikh	Dr. Sajid F. Shaikh Sir presented the SSR final review for submission. The document was discussed thoroughly, and necessary revisions were suggested by the attendees.	Final SSR after reviewed has been submitted on 02 <sup>nd</sup> March 2023
03.	SSS guidelines and awareness.	Dr. Swati S Kharade	Dr. Swati S Kharade discussed the SSS guidelines and raised awareness among the attendees. Points of clarification were sought, and it was decided to disseminate the guidelines among all students.	Provided a detailed plan for SSS guidelines and initiate awareness programs among students.
04.	Status of syllabus for theory and practical	Dr. Sajid F. Shaikh	Dr. Sajid F. Shaikh Sir taken an update on the status of syllabus for both theory and practical sessions.	Faculty members to provide feedback on the syllabus for further refinement.
05.	Examination and Evaluation status.	Assi. Prof. Shoyeab M. Khan	Assi. Prof. Shoyeab M. Khan Sir presented the examination and evaluation status. Concerns regarding upcoming exam schedule and examination committee work.	Update is given as per the university guidelines for examination.
06.	Milestones for pre-qualification of SSR.	Dr. Amanulla Khan	Sir led the discussion on milestones for pre-qualification of SSR and preparedness for DVV clarification. Key milestones were identified, and responsibilities were assigned to ensure timely completion.	All NAAC team members make a plan to actively work towards achieving the identified milestones for pre-qualification of SSR.

 04/03/24		 4/3/24
IQAC-Coordinator		Principal

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