

NOTICE OF MEETING

Respected Sir,

The meeting of the college IQAC committee of Aqsa Women's Degree College will be held on 08/07/2019, Monday at 11:00 am, at the college library to transact the following.

AGENDA

1. To confirm the minutes of the previous meeting held on 15/03/19.
2. To form various committee for setting quality parameters for the various academic administrative and other activities.
3. To upgrade college website.
4. To organized industrial visit and field trip.
5. To organized special classes such as gap bridge & beneficial classes for weak students.
6. To organize workshop, seminar by various department.
7. Discuss regarding the change of gas pipeline of zoology lab and food & nutrition lab.
8. Discussion regarding upgrading of college infrastructure.
9. Upgradation of library and laboratories.
10. Any other matter with the permission of Chair.

You are requested to make it convenient to attend the Meeting.

Thanking you.

Yours faithfully,

Farid Oneza Tanvir

Members present in the meeting held on 08/07/2019.

Sr. No.	Name of the member	Designation
1	Farid Oneza Tanveer	Chairperson
2	Vinchu Shifa Jahangir	Director of IQAC
3	Shaikh Ayesha Ejaz	Staff Member
4	Ansari Sabrin Iftekhhar	Staff Member
5	Momin Rizma Aasif	Staff Member
6	Madoo Shagufta Abdul Sattar	Staff Member
7	Sukte Roohi Abdul Gaffar	Senior Administrative officer
8	Ansari Sana M Muslim	Senior Administrative officer
9	Mrs. Ruhi Javed Farid	Management Member
10	Mr. Obaid Fasih	Management Member
11	Dr. Najiya Kaab Momin	Stake Holder
12	Mr. Asif Nachan	Member

Resolutions:

- 1) Under the agenda no.1 the minutes of the previous meeting held on 15/03/2019 were confirmed.
- 2) Under the agenda no.2, Ms.Vinchu Shifa Jhangir, IQAC cocoordinator proposed that the college should form various committees for the proper functioning of the college activities. It was seconded by I/C Principal Dr. Oneza Farid and unanimously passed.
- 3) Under the agenda no.3 Ms. Shaikh Ayesha Ejaz proposed that the college website should be upgraded as per the NAAC guidelines. It was seconded by I/C Principal Dr.Oneza Farid and unanimously passed.
- 4) Under the agenda no. 4 it was proposed by Ms. Madoo Shagufta that every department should organize field trips/ Industrial visits to get first -hand knowledge and better understanding of the subject it was seconded by I/C Principal Dr. Oneza Farid and unanimously passed.
- 5) Under the agenda no.5 Ms.Momin Rizma Asif proposed that every department should organized gap bridge courses for the first year students and extra or beneficial classes for weak students. It was seconded by Ms.Vinchu Shifa Jhangir and unanimously passed.
- 6) Under the agenda no. 6 Ms. Sabreen Ansari proposed that all departments should organized workshop and seminar on different topics. It was seconded by I/C Principal Dr. Oneza Farid and unanimously passed.
- 7) Under the agenda no.7 I/C Principal Dr.Oneza Farid proposed that there is defect in gas pipeline system of zoology lab and food & nutrition lab. It was seconded by Mrs. Ruhi Javed Farid and unanimously passed.
- 8) Under the agenda no.8 it was proposed by Vinchu Shifa J that the zoology lab ceiling needs to be urgently repaired as the roof slab shedding. It was further proposed by I/C Principal Dr.Oneza Farid that it should be inspect by engineers and decision should be made on urgent basis.
- 9) Under the agenda no.9 it was proposed by I/C Principal Dr.Oneza Farid that the list of the books and equipments required on urgent basis will be forward to the chairman office. As per management approval the order will be placed. It was seconded by Mr. Obaid Fakhri and unanimously passed.

As there was no other matter to discuss the meeting ended with vote of thanks.

NOTICE OF MEETING

Respected Sir,

The meeting of the college IQAC committee of Aqsa Women's Degree College will be held on 21/11/2019, Thursday at 11:00 am, at the college library to transact the following.

AGENDA

- 1. To confirm the minutes of the previous meeting held on 8th July 2019.**
- 2. To organize industrial visit and field trip by various department.**
- 3. CCTV arrangement at various sites.**
- 4. To organize workshop, seminar, Guest lecture by various department for 2nd Term.**
- 5. To inculcate research culture in students and faculty.**
- 6. Faculty members need to prepare e-content according to their respective subjects and department and upload on college website.**
- 7. Career guidance counseling on competitive exams need to be conduct.**
- 8. To conduct activity for promotion of universal value and ethics.**
- 1. Any other matter with the permission of Chair.**

You are requested to make it convenient to attend the Meeting.

Thanking you.

Yours faithfully,

Farid Oneza Tanvir

Members present in the meeting held on 21/11/2019.

Sr. No.	Name of the member	Designation
1	Farid Oneza Tanveer	Chairperson
2	Vinchu Shifa Jahangir	Director of IQAC
3	Shaikh Ayesha Ejaz	Staff Member
4	Ansari Sabrin Iftekhhar	Staff Member
5	Momin Rizma Aasif	Staff Member
6	Madoo Shagufta Abdul Sattar	Staff Member
7	Sukte Roohi Abdul Gaffar	Senior Administrative officer
8	Ansari Sana M Muslim	Senior Administrative officer
9	Mrs. Ruhi Javed Farid	Management Member
10	Mr. Obaid Fasih	Management Member
11	Dr. Najiya Kaab Momin	Stake Holder
12	Mr. Asif Nachan	Member

Resolutions:

- 1) Under the agenda no.1 the minutes of the previous meeting held on 8th July 2019.

- 2) Under the agenda no.2 Shaikh Ayesha Ejaz proposed that the departments should organize field visit and industrial visit for second semester as well. It was seconded by the I/C Principal Dr.Oneza Farid and unanimously passed.
- 3) Under the agenda no.3 Ms.Vinchu Shifa Jhangir proposed that college should install more CCTV cameras in the college building. It was seconded by Mrs. Ruhi Javed Farid and unanimously passed.
- 4) Under the agenda no.4 Ms.Madoo Shagufta proposed that every department should organized guest lecture, workshop and seminar for students. It was seconded by I/C Principal Dr. Oneza Farid and unanimously passed.
- 5) Under the agenda no.5 Ms.Sabreen Ansari that research projects should be given to students of S.Y and T.Y. to inculcate research culture among students. . It was seconded by I/C Principal Dr.Oneza Farid and unanimously passed.
- 6) It Under the agenda no.6 Ms.Vinchu Shifa proposed that the faculty members should prepare e-content of their respective subjects and uploaded on college website. It was seconded by I/C Principal Dr.Oneza Farid Under the agenda no.7 Ms. Rizma Momin proposed that the college should conduct career counseling session for T.Y students and guidance , also organize lectures for competitive exam. It was seconded by Mrs.Ruhi Javed Farid and unanimously passed.
- 7) Under the agenda no. 8 Ms. Vinchu Shifa J proposed that the IQAC committee should conduct guest lecture to promote universal value and ethics and celebrate traditional day, National day and birth and death anniversary of freedom fighter. It was seconded by I/C Principal Dr.Oneza Farid and unanimously passed.

As there was no other matter to discuss the meeting ended with vote of thanks.

NOTICE OF MEETING

Respected Sir,

The meeting of the college IQAC committee of Aqsa Women's Degree College will be held on 17/03/2020, Tuesday at 11:00 am, at the college library to transact the following.

AGENDA

1. To confirm the minutes of the previous meeting held on 21st November 2019.
2. Discussion regarding upgrading of college infrastructure (Renovation in IQAC room).
3. Fitting tiles on one side wall of college office.
4. Requirement of wash basin and half door for staff room.
5. Repairing of water cooler of 2nd floor.
6. Upgradation of College library.
7. Requirement of computer and printer for IQAC.
8. Any other matter with the permission of Chair.

You are requested to make it convenient to attend the Meeting.

Thanking you.

Yours faithfully,

Farid Oneza Tanvir

Due to sudden lockdown, for covid 19 the meeting was postponed.

