

**AOSA EDUCATIONAL SOCIETY'S**  
**Aqsa Women's Degree College**  
**Chavindra, Bhiwandi.**

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Ref.No. AWDC/

Date: 31/03/2021

**NOTICE OF MEETING**

Respected Sir,

The meeting of the college IQAC committee of Aqsa Women's Degree College will be held on 06/04/2021, 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 17<sup>th</sup> March, 2020.
2. Discussion regarding staring infrastructural issues (shedding of slab in computer lab and laboratory passage).
3. Requirement of Microbiology laboratory for DMLT.
4. Requirement of books for the college library.
5. Discussion regarding submission of AQAR for the academic year 2019-20.
6. Any other matter with the permission of the chair.

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

Thanking you.

Yours faithfully,  
Farid Oneza Tanveer

**Members Present for the meeting held on 06/04/2021**

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

## **Resolution**

- 1.** Under agenda no.1 the minutes of the previous meeting held on **17<sup>th</sup> March, 2020** were confirmed.
- 2.** Under the agenda no.2 it was proposed by I/C Principal Dr. Oneza Farid that due to leakage laboratory passage and computer lab slab are shedding, so repairing of the slab should be done on urgent basis. It was stated that the issue should be discussed in the Local Managing committee meeting for management approval. It was seconded by Ms. Ruhi Javed Farid and unanimously passed.
- 3.** Under the agenda no.3 Shaikh Ayesha Ejaz proposed that new Microbiology laboratory is required for DMLT. I/C principal Dr. Oneza Farid suggested that the block no. 10 can be used for microbiology lab. Quotation for the construction of the lab should be submitted to the Chairperson's office for management approval. It was seconded by Mr. Asif Nachan and unanimously passed.
- 4.** Under the agenda no.4 it was proposed by Ms. Vinchu Shifa Jahangir that the list of the books and equipment required on urgent basis will be forwarded to the chairman's office. As per management approval the order will be placed. It was seconded by Mr. Obaid Fakhri and unanimously passed.
- 5.** Under the agenda no.5 Ms. Vinchu Shifa Jahangir proposed that AQAR for the academic year 2019-20 should be uploaded on NAAC portal before 31<sup>st</sup> December 2021. It was seconded by I/C Principal Dr. Oneza Farid and unanimously passed.
- 6.** As there was no other matter to discuss, the meeting ended with a vote of thanks.