

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

Ref.No. AWDC/

Date: 26/07/2022

NOTICE OF MEETING

Respected Sir,

The meeting of the college IQAC committee of Aqsa Women's Degree College will be held on 06th August, 2022, Saturday, at 11:00 am, at the college library to transact the following.

AGENDA

1. To confirm the minutes of the previous meeting held on 04th January, 2022.
2. Discussion regarding advertisement and admission of paramedical courses.
3. Requirement of books of Paramedical courses for the college library.
4. Discussion with reference to organizing seminars workshops and faculty development programs.
5. Requirement of Locker in Staff room, cupboard for physics lab and table in IQAC.
6. Requirement of 3 classroom boards and 25 benches.
7. Finalization of IQAC Committee member for the academic year 2022-23
8. Discussion regarding mandatory field trips, industrial visits and picnics.
9. Discussion regarding painting work of basement.
10. 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 06th August, 2022

Sr. No.	Name of the member	Designation
1	Dr. Oneza Tanveer Farid	Chairperson
2	Dr. Shifa Jahangir Vinchu	Director of IQAC
3	Dr. Ayesha Ejaz Shaikh	Staff Member
4	Momin Heena Minhaj	Staff Member
5	Qureshi Nazia	Staff Member
6	Momin Nadera	Staff Member
7	Momin Hashmat Ara	Staff Member
8	Shaikh Eram Aslam	Staff Member
9	Sukte Roohi Abdul Gaffar	Senior Administrative officer
10	Ansari Sana M Muslim	Senior Administrative officer
11	Mrs. Ruhi Javed Farid	Management Member
12	Mr. Obaid Fakhir	Management Member
13	Dr. Najiya Kaab Momin	Stake Holder
14	Mr. Asif Nachan	Management Member

Resolution

1. Under agenda no.1 the minutes of the previous meeting held on 04th January, 2022 were confirmed.
2. Under the agenda no.2. Ms Vinchu Shifa Jahangir proposed that the college should advertise paramedical courses to get more no of admissions. It was discussed that pamphlets should be distributed in nearby areas, banners and hoardings should be placed in public areas, near school and colleges, bus stops of Bhiwandi, Kalyan and nearby villages. It was seconded by Mr. Obaid Fakhir and unanimously passed
3. Under the agenda no.3 it was proposed by I/C Principal Dr. Oneza Farid that the list of the books for paramedical courses required on urgent basis. Quotation of the books will be forward to the chairperson's office. As per management approval the order will be placed. It was seconded by Mr. Asif Nachan and unanimously passed.
4. Under the agenda no. 4 Ms. Shaikh Ayesha Ejaz proposed that all departments should organize workshops and seminars on different topics. It was seconded by I/C Principal Dr. Oneza Farid and unanimously passed.
5. Under the agenda no. 5 Ms. Vinchu Shifa Jahangir proposed that quotations for lockers, cupboards and tables be submitted to the chairperson's office for management approval. It was seconded by Ms. Ruhi Javed Farid and unanimously passed.
6. Under the agenda no.6 Mr. Obaid Fakhir proposed that there are extra benches in the society store room that can be shifted to college to fulfill the requirement. It was seconded by Ms. Roohi Javed Farid and unanimously passed.
7. Under the agenda no7 Ms. Vinchu Shifa Jahangir. Proposed that a new committee is finalize for the academic year 2022-23. It was seconded by I/C Principal Dr. Oneza Farid. It was unanimously passed.
8. Under the agenda no. 8 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 Mr. Asif Nachan and unanimously passed.
9. Under the agenda no.9 I/C Principal Dr. Oneza Farid proposed that due to basement water lodging the colour of the wall spoiled so there is an urgent need to paint the walls. It was stated that quotations for the same should be submitted to the Chairperson's office for management approval. It was seconded by Ms. Ruhi Javed Farid and unanimously passed.
10. As there was no other matter to discuss, the meeting ended with a vote of thanks.