



## IQAC Meeting 20

Date: 07/07/2017

### IQAC Meeting

Meeting of IQAC is arranged on Date 07/07/2017 In IQAC office at 11:15 AM under the chairmanship of Principal Dr. Shaikh Kabeer Ahmed.

Following minutes are discussed in the meeting

Sr. No.	Minutes	Action Taken
1	Discussion held on new guidelines for A & A process launched by NAAC.	Decided to arrange the faculty meeting to give details regarding new A & A process.
2	Decided to register for IIQA (institutional Information for Quality Assessment) to NAAC office within stipulated time.	Work is allotted to register IIQA among IQAC members.
3	Plan to finalize AQAR for the year 2016-17	Work is distributed accordingly among IQAC members.
4	Plan to run the academic, research, cultural, sports related activities from all dept & Committees.	Meeting of faculty will be arranged soon.
5	Discussion held on extension of physics & chemistry laboratory.	One extra hall is allotted to physics & Chemistry dept.
6	Preparation of SSR to face third cycle of NAAC.	Work is distributed according to seven criteria

  
Co-ordinator  
Internal Quality Assurance Cell  
**IQAC Coordinator**  
**Sir Sayyed College of Arts,**  
**Commerce & Science**  
**Aurangabad (M.S.)**

  
Principal  
**Principal**  
**Sir Sayyed College of Arts,**  
**Commerce & Science**  
**Aurangabad (M.S.)**



## IQAC Meeting 21

Date: 29/09/2017

### IQAC Meeting

Meeting of IQAC is arranged on Date 29/09/2017 In IQAC office at 12:00 PM under the chairmanship of Principal Dr. Shaikh Kabeer Ahmed.

Following minutes are discussed in the meeting

Sr. No.	Minutes	Action Taken
1	Discussion held to finalize AQAR 2016-17	Final review is taken & decided to send the same to NAAC office soon.
2	Discussion held to update all files from each dept.	Instructed to update the same.
3	Discussion held on activities run by each dept & committee.	Review taken from all dept. & committees.
4	Discussion on preparation of S.S.R.	Review taken from each criterion.
5	Decided to enter in the second window of NAAC for IIQA & SSR.	Preparation made accordingly.
6	Discussion held regarding green Audit from external agency.	Steps are taken for the same.

  
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**Sir Sayyed College of Arts,**  
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**Aurangabad (M.S.)**



## IQAC Meeting 22

Date: 31/01/2018

### IQAC Meeting

Meeting of IQAC is arranged on Date 31/01/2018 In IQAC office at 12:30 PM under the chairmanship of Principal Dr. Shaikh Kabeer Ahmed.

Following minutes are discussed in the meeting

Sr. No.	Minutes	Action Taken
1	Discussion held to finalize AQAR 2016-17	Final review is taken & decided to send the same to NAAC office soon.
2	Discussion held to update all files from each dept.	Instructed to update the same.
3	Discussion held on activities run by each dept & committee.	Review taken from all dept. & committees.
4	Discussion on preparation of S.S.R.	Review taken from each criterion.
5	Decided to enter in the second window of NAAC for IIQA & SSR.	Preparation made accordingly.
6	Discussion held regarding green Audit from external agency.	Steps are taken for the same.

  
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## IQAC Meeting 23

Date: 27/04/2018

### IQAC Meeting

Meeting of IQAC is arranged on Date 27/04/2018 In IQAC office at 11:30 AM under the chairmanship of Principal Dr. Shaikh Kabeer Ahmed.

Following minutes are discussed in the meeting

Sr. No.	Minutes	Action Taken
1	Discussion held to finalize AQAR 2016-17	Final review is taken & decided to send the same to NAAC office soon.
2	Discussion held to update all files from each dept.	Instructed to update the same.
3	Discussion held on activities run by each dept & committee.	Review taken from all dept. & committees.
4	Discussion on preparation of S.S.R.	Review taken from each criterion.
5	Decided to enter in the second window of NAAC for IIQA & SSR.	Preparation made accordingly.
6	Discussion held regarding green Audit from external agency.	Steps are taken for the same.

  
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