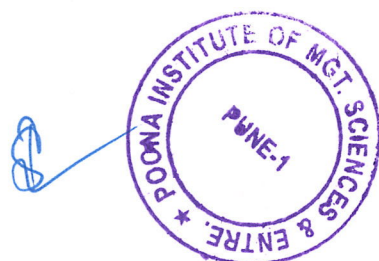
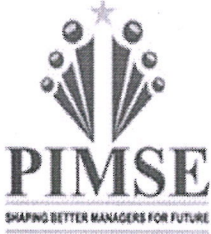


Internal Quality Assurance Cell (IQAC) Committee

(Effective from February 2017)

Chairperson : Head of the Institution	
Prof. Dr. Shakeel Ahmed (<i>Director, PIMSE</i>)	Chairperson : Head of the Institution
One Member of the Management	
Hon. Mr. Hani Ahmed Farid (<i>Gen. Secretary, AKI Trust</i>)	Management Representative
Teachers to represent all levels (Three to eight)	
Dr. Porinita Banerjee (<i>Assistant Professor</i>)	Member
Mrs. Zarina Shaikh (<i>Assistant Professor</i>)	Member
Mr. Vasimraja Sayed (<i>Assistant Professor</i>)	Member
Mr. Mohd. Talha Ahmed (<i>Assistant Professor</i>)	Member
Mr. Zafar Ahmed Khan (<i>Assistant Professor</i>)	Member
Mrs. Misba Kadri (<i>Assistant Professor</i>)	Member
Senior Administrative Officers	
Mr. Abdul Raheman Kalyani (<i>Junior Clerk</i>)	Member
One nominee from Trust , Students, Alumni	
Dr. Hanif Lakdawala (<i>Trustee, AKI Trust</i>)	Member
Mr. Wasim Chipade (<i>Alumni</i>)	Member
Ms. Mujawar Karishma Nisar (<i>Student</i>)	Member
One nominee from Employers/Industrialists/Stakeholders	
Mr. Abraham Varghese (<i>Founder, ASCK Consultant</i>)	Member
One of the senior teachers as Coordinator of IQAC	
Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator





Anjuman Khairul Islam's
POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP

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Tel.: 020-26448781.

Website : www.akipimse.com Email : info@akipimse.com

Dr. SHAKEEL AHMED

Director

NOTICE

Date: 2/08/2018

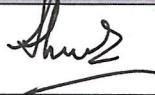


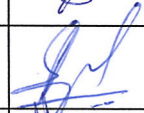
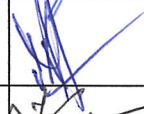
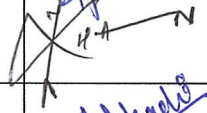


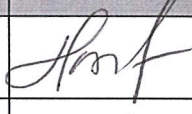
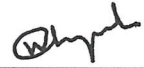

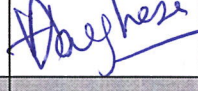
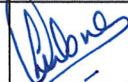
This is to inform all the committee members of IQAC that a meeting is scheduled on Saturday, 4th August. 2018 in the Board room at 11 am.

Agenda:

- To read and confirm the minutes of the previous meeting dated 7th April 2018
- To plan for Orientation and Induction program for first year students.
- To discuss for organizing Workshops related to Research and Big data for students.
- To discuss to incorporate Free Certification Course for students.
- To initiate Entrepreneurship Development programs.
- To discuss to organize guidance session for competitive and career guidance session



Prof. Dr. Shakeel Ahmed
Director

Chairperson : Head of the Institution		Sign
Prof. Dr. Shakeel Ahmed (<i>Director, PIMSE</i>)	Chairperson : Head of the Institution	
One Member of the Management		
Hon. Mr. Hani Ahmed Farid (<i>Gen. Secretary, AKI Trust</i>)	Management Representative	
Teachers to represent all levels (Three to eight)		
Dr. Porinita Banerjee (<i>Assistant Professor</i>)	Member	
Mrs. Zarina Shaikh (<i>Assistant Professor</i>)	Member	
Mr. Vasimraja Sayed (<i>Assistant Professor</i>)	Member	
Mr. Mohd. Talha Ahmed (<i>Assistant Professor</i>)	Member	
Mr. Zafar Ahmed Khan (<i>Assistant Professor</i>)	Member	
Mrs. Misba Kadri (<i>Assistant Professor</i>)	Member	
Senior Administrative Officers		
Mr. Abdul Raheman Kalyani (<i>Junior Clerk</i>)	Member	
One nominee from Trust, Students, Alumni		
Dr. Hanif Lakdawala (<i>Trustee, AKI Trust</i>)	Member	
Mr. Wasim Chipade (<i>Alumni</i>)	Member	
Ms. Mujawar Karishma Nisar (<i>Student</i>)	Member	
One nominee from Employers/Industrialists/Stakeholders		
Mr. Abraham Varghese (<i>Founder, ASCK Consultant</i>)	Member	
One of the senior teachers as Coordinator of IQAC		
Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator	




AKI Poona Institute of Management Sciences & Entrepreneurship

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Saturday, 4th August. 2018

Venue: Board room

Time: 11:00 am

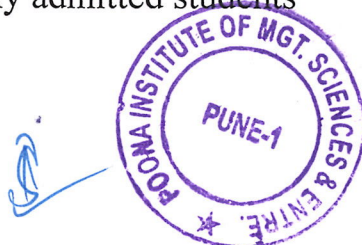
The meeting was held on Saturday, 4th August. 2018, at 11:00 am in the Board room. Following are the minutes of the meeting. IQAC Coordinator welcomed all the members

Agenda:

- To read and confirm the minutes of the previous meeting dated 7th April 2018
- To plan for Orientation and Induction program for first year students.
- To discuss for organizing Workshops related to Research and Big data for students.
- To discuss to incorporate Free Certification Course for students.
- To initiate Entrepreneurship Development programs for students.
- To discuss to organize guidance session for competitive and career guidance session for students
- Any other matter with the permission of the Chair

The meeting was conducted under the Chairmanship of Director Dr. Shakeel Ahmed

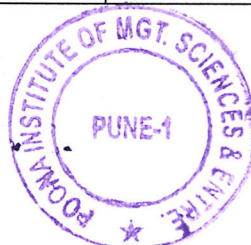
- **To read and confirm the minutes of the previous meeting dated 7th April 2018**
 - The minutes of the previous meeting dated 7th April 2018 were read and confirmed
- **To plan for Orientation and Induction program for first year students.**
 - It has been decided to organize Orientation and Induction program for the newly admitted students


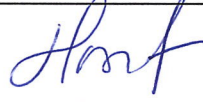






- **To discuss for organizing Workshops related to Research and Big data for students.**
 - It has been discussed to organize Workshops related to Research and Big data for students
- **To discuss to incorporate Free Certification Course for students.**
 - It has been decided to incorporate Free Certification courses
- **To initiate Entrepreneurship Development programs.**
 - It has been decided Entrepreneurship Development programs must be incorporated
- **To discuss to organize guidance session for competitive and career guidance session**
 - It has been decided to organize session on competitive and career guidance session for the students

As there was no other matter, the meeting ended with Vote of Thanks by the IQAC Coordinator

Name	Signature
Prof. Dr. Shakeel Ahmed	
Mr. Hani Ahmed Farid	
Dr. Porinita Banerjee	
Mrs. Zarina Shaikh	
Mr. Vasimraja Sayed	
Mr. Mohd. Talha Ahmed	
Mr. Zafar Ahmed Khan	
Mrs. Misba Kadri	




Mr. Abdul Raheman Kalyani	
Dr. Hanif Lakdawala	
Mr. Abraham Varghese	
Mr. Wasim Chipade	
Ms. Mujawar Karishma Nisar	
Mrs. Lubna Shaikh	



Prof. Dr. Shakeel Ahmed
Director


INTERNAL QUALITY ASSURANCE CELL

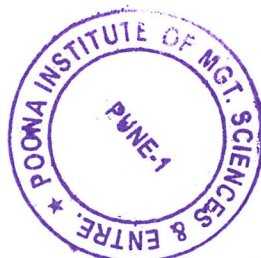
Action Taken Report – 2018-2019

Meeting No. 1

Date of Meeting: 4th August 2018

Minute	Action Taken
Orientation and Induction program for first year students	Orientation and induction program was conducted 8 th September, 2018 and 13 th August, 2018
To organize Workshops related to Research and Big data for students.	A session on "Introduction to Big Data and Business Intelligence" was conducted on 12 th October 2018
To incorporate Free Certification Courses for students	Certification course on "Beginners course to MS Word 2010" from 3rd Oct. to 20 th Oct. 2018 and "Professional Etiquettes" from 1 st Sept to 18 th Sept. 2018 were conducted
To initiate Entrepreneurship Development programs for students	Corporate Lecture on "Identify the Entrepreneur in You" was conducted on 15 th September 2018 and A workshop on Start-up and New Venture Planning. Research 8 th September 2018.
To discuss to organize guidance session for competitive and career enhancement	Guidance session on "Strategies Unveiled: A Guidance Talk for Civil Services Exam Preparation" was organized on 14 th September 2018 and "Navigating Career Choices: A Career Counseling Session" was organized on 25 th September 2018


Mrs. Lubna Shaikh
IQAC Coordinator




Prof. Dr. Shakeel Ahmed
Director



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Dr. SHAKEEL AHMED

Director

NOTICE

Date : 1/10/ 2018

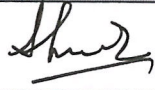




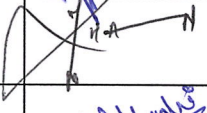


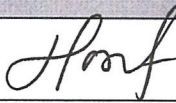

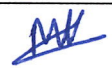

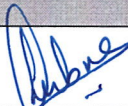
This is to inform all the committee members of IQAC that a meeting is scheduled on Saturday, 6th October 2018 at Board room at 11.00 am.

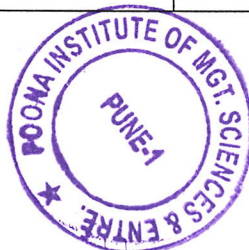
Agenda:

- To read and confirm the minutes of the previous meeting dated 4th August, 2018
- To plan for organizing FDP on latest HR and Marketing concepts.
- To plan for arranging sessions to students to get an opportunity to interact and get real time industry exposure.
- To plan for Certification courses on Women leadership.
- Any other matter with the permission of the Chair



Prof. Dr. Shakeel Ahmed
Director

Chairperson : Head of the Institution		Sign
Prof. Dr. Shakeel Ahmed (<i>Director, PIMSE</i>)	Chairperson : Head of the Institution	
One Member of the Management		
Hon. Mr. Hani Ahmed Farid (<i>Gen. Secretary, AKI Trust</i>)	Management Representative	
Teachers to represent all levels (Three to eight)		
Dr. Porinita Banerjee (<i>Assistant Professor</i>)	Member	
Mrs. Zarina Shaikh (<i>Assistant Professor</i>)	Member	
Mr. Vasimraja Sayed (<i>Assistant Professor</i>)	Member	
Mr. Mohd. Talha Ahmed (<i>Assistant Professor</i>)	Member	
Mr. Zafar Ahmed Khan (<i>Assistant Professor</i>)	Member	
Mrs. Misba Kadri (<i>Assistant Professor</i>)	Member	
Senior Administrative Officers		
Mr. Abdul Raheman Kalyani (<i>Junior Clerk</i>)	Member	
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Mr. Abraham Varghese (<i>Founder, ASCK Consultant</i>)	Member	
One of the senior teachers as Coordinator of IQAC		
Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator	



AKI Poona Institute of Management Sciences & Entrepreneurship
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Saturday, 6th October 2018

Venue: Board room

Time: 11.00 am

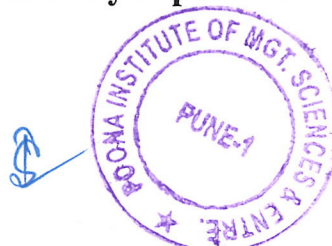
The meeting was held on Saturday, 6th October 2018 at 11.00 am in Board room. Following are the minutes of the meeting.

IQAC Coordinator welcomed all the members

- To read and confirm the minutes of the previous meeting dated 4th August, 2018
- To plan for organizing FDP on latest HR and Marketing concepts.
- To plan for arranging sessions to students to get an opportunity to interact and get real time industry exposure.
- To plan for Certification courses on Women leadership
- Any other matter with the permission of the Chair




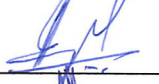

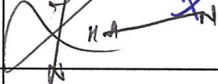
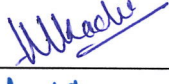
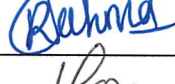
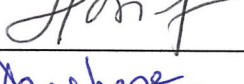
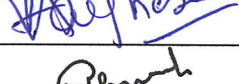

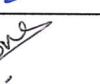
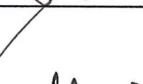
The meeting was conducted under the Chairmanship of Director Dr. Shakeel Ahmed

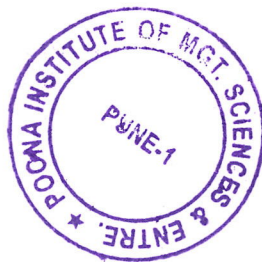
- **To read and confirm the minutes of the previous meeting dated 4th August, 2018**
 - The minutes of the previous meeting dated 4th August 2018 were read and confirmed
- **To plan for organizing FDP on latest HR and Marketing concepts.**
 - It has been decided to organize Faculty development program on the latest HR and Marketing concepts.
- **To plan for arranging sessions to students to get an opportunity to interact and get real time industry exposure.**



- It has been decided to organize industrial visits for students to get a platform for interacting and getting real time industry exposure.
- **To plan for Certification courses on Women leadership**
 - Certification course on Women Leadership was organized

As there was no other matter, the meeting ended with final summarization by Director and Vote of Thanks by the IQAC Coordinator

Name	Signature
Prof. Dr. Shakeel Ahmed	
Mr. Hani Ahmed Farid	
Dr. Porinita Banerjee	
Mrs. Zarina Shaikh	
Mr. Vasimraja Sayed	
Mr. Mohd. Talha Ahmed	
Mr. Zafar Ahmed Khan	
Mrs. Misba Kadri	
Mr. Abdul Raheman Kalyani	
Dr. Hanif Lakdawala	
Mr. Abraham Varghese	
Mr. Wasim Chipade	
Ms. Mujawar Karishma Nisar	
Mrs. Lubna Shaikh	





Prof. Dr. Shakeel Ahmed
Director



Anjuman Khairul Islam's
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Dr. SHAKEEL AHMED

Director

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2018-2019

Meeting no. 2

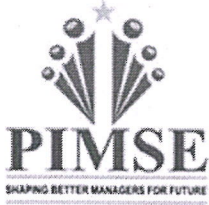
Date of Meeting: 6th October 2018

Minute	Action Taken
To plan for organizing FDP on latest HR and Marketing concepts.	Faculty Development Program on "Digital Marketing" on 8th March, 2019 and Faculty Development Program on "Industrial Dispute "A journey on Conflict to Cordiality" from 15 th January, 2019 - 19 th January, 2019 was organized.
To plan for arranging sessions where students would be get an opportunity to interact and get real time industry exposure.	Industrial visit to Flame University on 12 th January, 2019 and Barclays on 15 th January, 2019 were conducted
To plan for Certification courses on Women leadership	Certification course on "Women Leadership Excellence program" was conducted from 3 rd Jan 2019 to 19 th Jan 2019

Mrs. Lubna Shaikh
IQAC Coordinator



Prof. Dr. Shakeel Ahmed
Director



Anjuman Khairul Islam's
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Dr. SHAKEEL AHMED
Director

NOTICE

Date: 21/01/ 2019

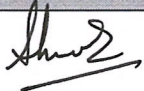


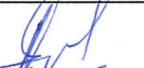
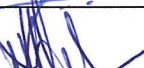
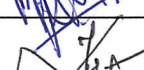
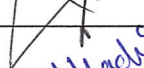
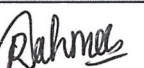
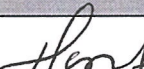
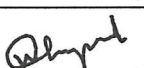
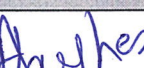
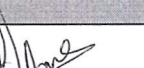
This is to inform all the committee members of IQAC that a meeting is scheduled on Wednesday, 23rd January 2019 at Board room at 11.00 am.

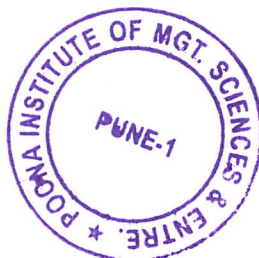
Agenda:

- To read and confirm the minutes of the previous meeting dated 6th October 2018
- To plan for organizing State and National level seminar approved under QIP of Savitribai Phule Pune University.
- To discuss for organizing self sponsored International Conferences on Contemporary Concepts of Management and Library sciences.
- To discuss about conducting Application based Certification Courses.
- To plan for organizing Annual flagship event Festina for developing an entrepreneurial culture among the students.
- To plan for organizing awareness program for Scholarship among graduates by the faculty for the betterment of the students at large.
- To discuss to organize guidance session for competitive and career guidance session
- Any other matter with the permission of the Chair



Prof. Dr. Shakeel Ahmed
Director

Chairperson : Head of the Institution		Sign
Prof. Dr. Shakeel Ahmed (<i>Director, PIMSE</i>)	Chairperson : Head of the Institution	
One Member of the Management		
Hon. Mr. Hani Ahmed Farid (<i>Gen. Secretary, AKI Trust</i>)	Management Representative	
Teachers to represent all levels (Three to eight)		
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Senior Administrative Officers		
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One nominee from Trust, Students, Alumni		
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Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator	

AKI Poona Institute of Management Sciences & Entrepreneurship

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Wednesday, 23rd January 2019

Venue: Board room

Time: 11:00 am

The meeting was held on Wednesday, 23rd January 2019 at 11.00 am in Board room. Following are the minutes of the meeting.

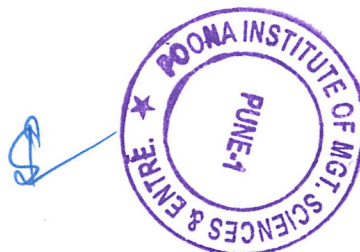
IQAC Coordinator welcomed all the members

Agenda:

- To read and confirm the minutes of the previous meeting dated 6th October 2018
- To plan for organizing State and National level seminar approved under QIP of Savitribai Phule Pune University.
- To discuss for organizing self sponsored International Conferences on Contemporary Concepts of Management and Library sciences.
- To discuss about conducting Application based Certification Courses.
- To plan for organizing Annual flagship event Festina for developing an entrepreneurial culture among the students.
- To plan for organizing awareness program for Scholarship among graduates by the faculty for the betterment of the students at large.
- To discuss to organize guidance session for competitive and career guidance session
- Any other matter with the permission of the Chair

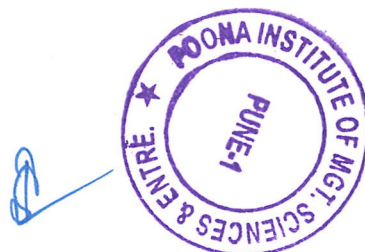
The meeting was conducted under the Chairmanship of Director Dr. Shakeel Ahmed

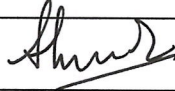


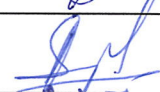

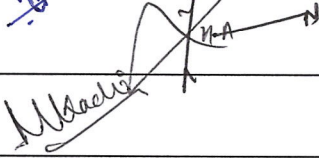
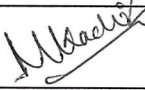
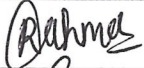
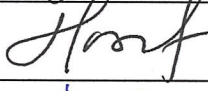
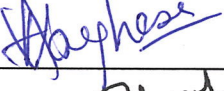



- To read and confirm the minutes of the previous meeting dated 6th October 2018

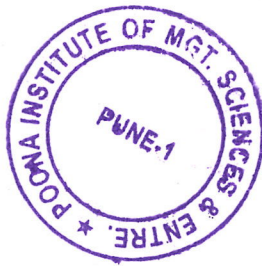


- The minutes of the previous meeting dated 6th October 2018 were read and confirmed
- **To plan for organizing State and National level seminar approved under QIP of Savitribai Phule Pune University.**
 - It has been decided to organize State and National Level seminar approved under QIP of Savitribai Phule Pune University. The director announced the name of Coordinators for both the seminars.
- **To discuss for organizing self sponsored International Conferences on Contemporary Concepts of Management and Library sciences.**
 - It has been decided to organize self sponsored International Conferences on Contemporary Concepts of Management and Library sciences. The director announced the name of Coordinators for the conference.
- **To discuss about conducting Application based Certification Courses.**
 - It has been decided apart from the regular syllabus, it is important to conduct Application based Certification courses like Financial Literacy, Tally.ERP etc.
- **To plan for organizing Annual flagship event Festina for developing an entrepreneurial culture among the students.**
 - It has been decided to organize the Annual flagship event “Festina” which would help in developing a platform for experiential learning as well as an entrepreneurial culture among the students.
- **To plan for organizing awareness program for Scholarship among graduates by the faculty for the betterment of the students at large.**
 - It has been decided to conduct Scholarship awareness program among the graduates which would benefit the students in future. This event would be initiated by faculty members at Panchgani
- **To discuss to organize guidance session for competitive and career guidance session**
 - It has been decided to organize guidance session for competitive and career guidance session for students

The meeting ended with final summarization by Director followed by vote of thanks by IQAC Coordinator.

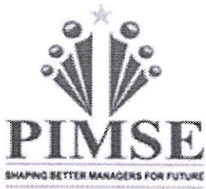


Name	Signature
Prof. Dr. Shakeel Ahmed	
Hon. Mr. Hani Farid	
Dr. Porinita Banerjee	
Dr. Zarina Shaikh	
Mr. Vasimraja Sayed	
Mr. Mohd. Talha Ahmed	
Mr. Zafar Ahmed Khan	
Mrs. Misba Kadri	
Mr. Abdul Raheman Kalyani	
Prof. Dr. Hanif Lakdawala	
Mr. Abraham Varghese	
Mr. Wasim Chipade	
Ms. Mujawar Karishma Nisar	
Mrs. Lubna Shaikh	





Prof. Dr. Shakeel Ahmed
Director



Anjuman Khairul Islam's
POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP
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Website : www.akipimse.com Email : info@akipimse.com

Dr. SHAKEEL AHMED
Director

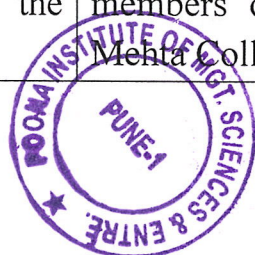
INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2018-2019

Meeting no. 3

Date of Meeting: 23rd January 2019

Minute	Action Taken
To plan for organizing State and National level seminar approved under QIP of Savitribai Phule Pune University	SPPU under QIP sponsored State Level Seminar "Empowering Business through business and Technology on 1 st February 2019 - 2 nd February, 2019 and National Level Seminar "Industry 4.0 Ecological , Ethical, Social Cultural Concerns" on 15 th February 2019 to 16 th February, 2019 were organized.
To discuss for organizing self sponsored International Conferences on Contemporary Concepts of Management and Library sciences	A multidisciplinary international conference on "Changing Landscape: Business Management, Technology & Social Innovations on 3 rd March, 2019 was organized
To discuss about conducting Application based Certification Courses for Students.	Certification course on "Tally ERP" was conducted from 6 th Feb 2019 to 22 nd Feb. 2019, and "Financial Literacy for Future Managers" was conducted from 25 th February 2019 to 14 th March 2019.
To plan for organizing Annual flagship event Festina for developing an entrepreneurial culture among the students	Festina with Tag line "An Entrepreneur shine" through was organized on 20 th February 2019.
To plan for organizing awareness program for Scholarship among graduates by the faculty for the betterment of the students at large	Government Scholarship Awareness Program on 12 th February, 2019 was led by faculty members of our Institute at Smt MeenalBen Mehta College, Panchgani



<p>To discuss to organize guidance session for competitive and career enhancement.</p>	<p>A Guidance for “Banking Excellence: Strategies to Triumph in Competitive Exams” was organized on 7th January 2019 and “Financial Pathways: Career Counseling Workshop” for Finance Students was conducted on 29th January 2019.</p>
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Mrs. Lubna Shaikh
IQAC Coordinator

Prof. Dr. Shakeel Ahmed
Director





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Dr. SHAKEEL AHMED

Director

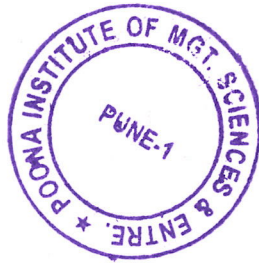
NOTICE

Date: 01/04/ 2019

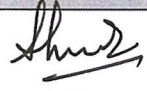


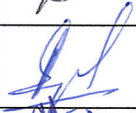

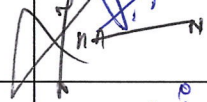
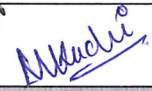

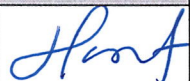


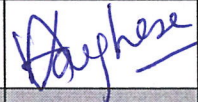

This is to inform all the committee members of IQAC that a meeting is scheduled on Saturday, 6th April 2019 at Board room at 11:00 am.

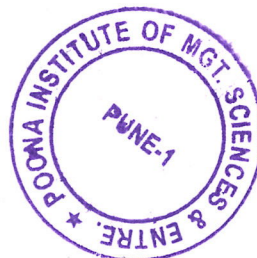
Agenda:

- To read and confirm the minutes of the previous meeting dated 23rd January 2019
- To discuss about giving a platform for students to avail the benefits of Experiential Learning.
- To plan for initiating Administrative training Program for Non teaching staff
- To discuss about arranging sessions on IPR for the students.
- Any other matter with the permission of the Chair



Prof. Dr. Shakeel Ahmed
Director

Chairperson : Head of the Institution		Sign
Prof. Dr. Shakeel Ahmed (<i>Director, PIMSE</i>)	Chairperson : Head of the Institution	
One Member of the Management		
Hon. Mr. Hani Ahmed Farid (<i>Gen. Secretary, AKI Trust</i>)	Management Representative	
Teachers to represent all levels (Three to eight)		
Dr. Porinita Banerjee (<i>Assistant Professor</i>)	Member	
Dr. Zarina Shaikh (<i>Assistant Professor</i>)	Member	
Mr. Vasimraja Sayed (<i>Assistant Professor</i>)	Member	
Mr. Mohd. Talha Ahmed (<i>Assistant Professor</i>)	Member	
Mr. Zafar Ahmed Khan (<i>Assistant Professor</i>)	Member	
Mrs. Misba Kadri (<i>Assistant Professor</i>)	Member	
Senior Administrative Officers		
Mr. Abdul Raheman Kalyani (<i>Junior Clerk</i>)	Member	
One nominee from Trust , Students, Alumni		
Dr. Hanif Lakdawala (<i>Trustee, AKI Trust</i>)	Member	
Mr. Wasim Chipade (<i>Alumni</i>)	Member	
Ms. Mujawar Karishma Nisar (<i>Student</i>)	Member	
One nominee from Employers/Industrialists/Stakeholders		
Mr. Abraham Varghese (<i>Founder, ASCK Consultant</i>)	Member	
One of the senior teachers as Coordinator of IQAC		
Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator	

AKI Poona Institute of Management Sciences & Entrepreneurship
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Saturday, 6th April 2019

Venue: Board room

Time: 11:00 am

The meeting was held on Saturday, 6th April 2019 at 11.00 am in Board room. Following are the minutes of the meeting.

IQAC Coordinator welcomed all the members

Agenda:

- To read and confirm the minutes of the previous meeting dated 23rd January 2019
- To discuss about giving a platform for students to avail the benefits of Experiential Learning.
- To plan for initiating Administrative training Program for Non teaching staff
- To discuss about arranging sessions on IPR for the students.
- Any other matter with the permission of the Chair



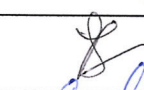


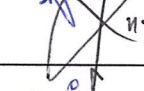
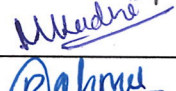
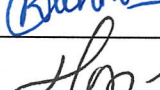
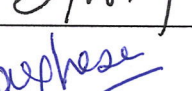
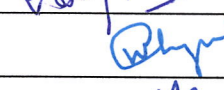


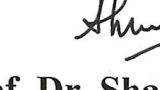
The meeting was conducted under the Chairmanship of Director Dr. Shakeel Ahmed

- **To read and confirm the minutes of the previous meeting dated 23rd January 2019**
 - The minutes of the previous meeting dated 12th January 2019 were read and confirmed
- **To discuss about giving a platform for students to avail the benefits of Experiential Learning**
 - It has been decided to provide a platform of experiential learning to the students through industrial visits



- **To plan for initiating Administrative training Program for Non teaching staff**
 - It has been decided to enhance the quality of performance of non teaching staff by providing Administrative training Program for them
- **To discuss about arranging sessions on IPR for students**
 - It has been decided that for the students to understand the concepts of IPR, sessions on IPR needs to be organized

The meeting ended with final summarization by Director followed by vote of thanks by IQAC Coordinator.

Name	Signature
Prof. Dr. Shakeel Ahmed	
Hon. Mr. Hani Ahmed Farid	
Dr. Porinita Banerjee	
Dr. Zarina Shaikh	
Mr. Vasimraja Sayed	
Mr. Mohd. Talha Ahmed	
Mr. Zafar Ahmed Khan	
Mrs. Misba Kadri	
Mr. Abdul Raheman Kalyani	
Dr. Hanif Lakdawala	
Mr. Abraham Varghese	
Mr. Wasim Chipade	
Ms. Mujawar Karishma Nisar	
Mrs. Lubna Shaikh	




Prof. Dr. Shakeel Ahmed
Director



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Dr. SHAKEEL AHMED

Director

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2018-2019

Meeting no. 4

Date of Meeting: 6th April 2019

Minute	Action Taken
To discuss about giving a platform for students to avail the benefits of Experiential Learning	An industrial visit to Scandic Foods Pvt Ltd was arranged for the students on 12 th April, 2019
To plan for initiating Administrative training Program for Non teaching staff	Administrative Staff were given training on Best Practices in Office Administration from 13 th May 2019 - 18 th May 2019
To discuss about arranging sessions on IPR for the students	Workshop on " Intellectual Property Rights and Business Competitiveness" was organized on 7 th July, 2019

Mrs. Lubna Shaikh
IQAC Coordinator

Prof. Dr. Shakeel Ahmed
Director

