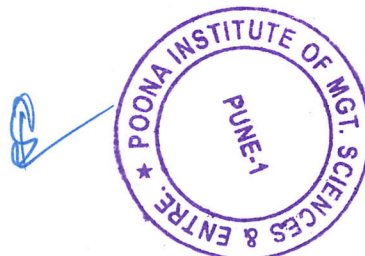
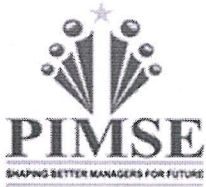


Internal Quality Assurance Cell (IQAC) Committee

(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
(Approved by AICTE, New Delhi & Affiliated to Savitribai Phule Pune University)

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Tel.: 020-26448781.
Website : www.akipimse.com Email : info@akipimse.com

Dr. SHAKEEL AHMED
Director

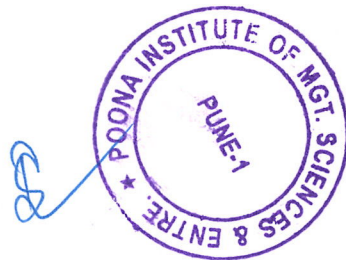
NOTICE

Date: 01/08/2019

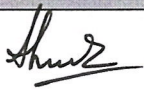

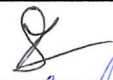


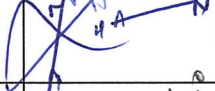


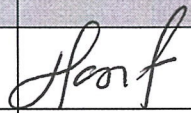

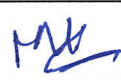
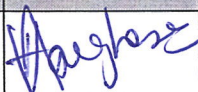
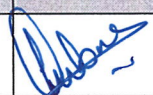
This is to inform all the committee members of IQAC that a meeting is scheduled on Saturday 3rd August, 2019 at Board room at 11 am.

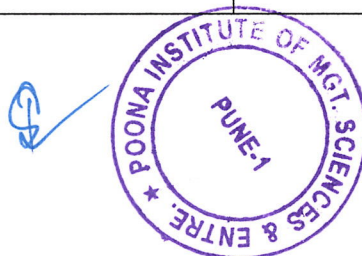
Agenda:

- To read and confirm the minutes of the previous meeting dated 10th April, 2019
- To plan for the Orientation and Induction program for the first year students.
- To plan for session for faculty orientation on outcome based education.
- To plan for offering free certification courses on business plan and latest trends in marketing and finance.
- To discuss faculty to take initiatives for giving more practical sessions for students
- To discuss update the students with the new avenues in entrepreneurship
- 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	
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, 3rd August. 2019

Venue: Board room

Time: 11:00 am

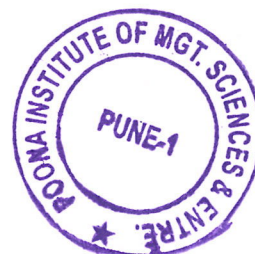
The meeting was held on Saturday, 3rd August. 2019, at 11 am in Board room.
Following are the minutes of the meeting.

IQAC Coordinator welcomed all the members

Agenda:


- To read and confirm the minutes of the previous meeting dated 6th April, 2019.
- To plan for the Orientation and Induction program for the first year students.
- To plan for a session for faculty orientation on Outcome based education.
- To plan for offering free certification courses on business plan and latest trends in marketing and finance.
- To discuss faculty to take initiatives for giving more practical sessions for students
- To discuss update the students with the new avenues in entrepreneurship
- Any other matter with the permission of the Chair

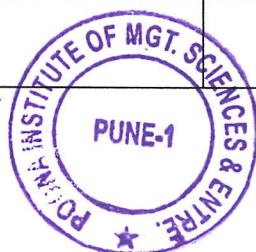
The meeting was conducted under the Chairmanship of Director Dr. Shakeel Ahmed




- **To read and confirm the minutes of the previous meeting dated 6th April 2019**
 - The minutes of the previous meeting dated 6th April 2019 were read and confirmed
- **To plan for the Orientation and Induction program for the first year students**
 - It has been decided to organize a three day orientation and induction program for the students.
- **To plan for session for faculty orientation on outcome based education**
 - It has been discussed to organize faculty orientation on outcome based education to update the faculty with the concepts
- **To plan for offering free certification courses on business plan and latest trends in marketing and finance.**
 - It has been decided to organize free certification courses for students on business plan, on latest trends in marketing and finance session
- **To discuss faculty to take initiatives for giving more practical sessions for students**
 - It has been decided that faculty would take initiatives for giving more practical sessions for students
- **To plan to update the students with the new avenues in entrepreneurship**
 - It has been decided to organize session to update the students with the new avenues in entrepreneurship

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

Name	Signature
Prof. Dr. Shakeel Ahmed	

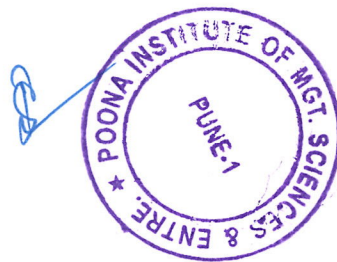


Hon. Mr. Hani Ahmed Farid	
Dr. Porinita Banerjee	
Dr. Zarina Shaikh	
Mr. Vasimraja Sayed	
Mr. Mohd. Talha Ahmed	
Mr. Zafar Ahmed Khan	
Mrs. Misba Kadri	
Mr. Abdul Raheman Kalyani	
Dr. Hanif Lakdawala	
Mr. Abraham Varghese	
Mr. Wasim Chipade	
Ms. Mujawar Karishma Nisar	
Mrs. Lubna Shaikh	



Prof. (Dr.) Shakeel Ahmed

Director



INTERNAL QUALITY ASSURANCE CELL

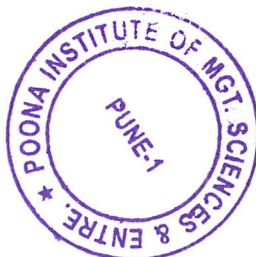
Action Taken Report – 2019-2020


Meeting no. 1

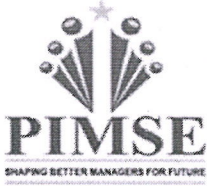
Date of Meeting: 3rd August 2019

Minute	Action Taken
To plan for the Orientation and Induction program for the first year students.	Orientation Program from 2 nd September, 2019 to 4 th September, 2019 followed with Induction Program on 5 th October, 2019 was organized for first year students.
To plan for session for faculty orientation on outcome based education.	A Faculty Orientation on "Outcome Based Education" was arranged.
To plan for offering free certification courses on business plan and latest trends in marketing and finance.	Application based certification courses were organized on "Business Management: An Art of Making Business Plan" from 26 th August 2019 to 16 th September 2019 , Certification Course on "Idafa Shariah Funds" was organized from 16 th September, 2019 to 3 rd October, 2019 and Certification Program on "Affiliate Marketing" from 7 th October 2019 to 24 th October, 2019 was conducted
To discuss faculty to take initiatives for giving more practical sessions for students	An add on practical session on ICT tool for financial management was conducted on 1 st September 2019.
To discuss update the students with the new avenues in entrepreneurship	Corporate Session on "Social Entrepreneurship" was conducted on 17 th October, 2019. Entrepreneurship Talk on "Innovation in Business" was conducted on 4 th November, 2019


Mrs. Lubna Shaikh
IQAC Coordinator




Prof. Dr. Shakeel Ahmed
Director



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Dr. SHAKEEL AHMED

Director

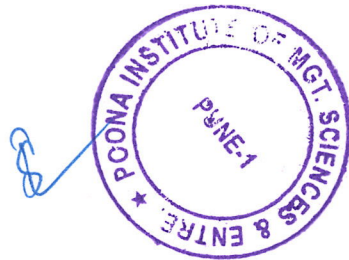
NOTICE

Date: 28/12/2019

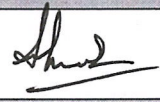


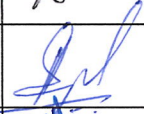

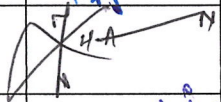
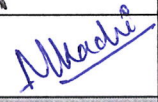
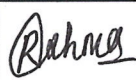
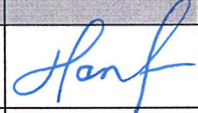


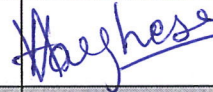
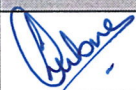
This is to inform all the committee members of IQAC that a meeting is scheduled on Monday 30th December, 2019 at Board room at 11 am.

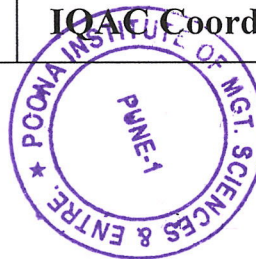
Agenda:

- To read and confirm the minutes of the previous meeting dated 3rd August 2019
- To plan for organizing a Conference on Library Science.
- To plan for providing a platform to develop entrepreneurial spirit among students
- To discuss for organizing free certification courses for students on HR and Block chain
- To discuss to organize guidance session for competitive and career enhancement.
- 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	
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: Monday, 30th December. 2019

Venue: Board room

Time: 11 am

The meeting was held on Monday, 30th December. 2019, at 11 am in Board room. Following are the minutes of the meeting.

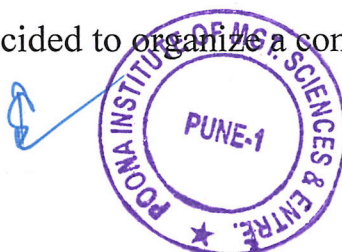
IQAC Coordinator welcomed all the members

Agenda:

- To read and confirm the minutes of the previous meeting dated 3rd August, 2019.
- To plan for organizing a Conference on Library Science should be conducted.
- To plan for providing a platform to develop entrepreneurial spirit among students.
- To discuss for organizing free certification courses for students on HR and block chain
- To discuss to organize guidance session for competitive and career enhancement.
- Any other matter with the permission of the Chair




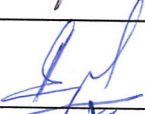
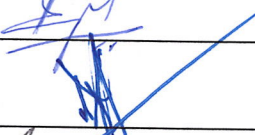
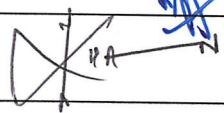
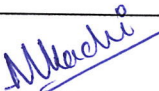
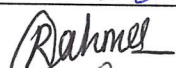
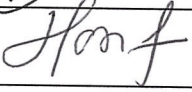
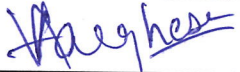
The meeting was conducted under the Chairmanship of Director Dr. Shakeel Ahmed

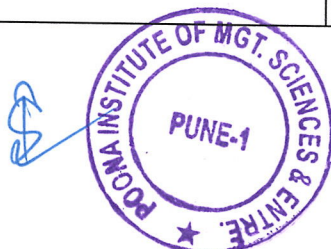
- **To read and confirm the minutes of the previous meeting dated 3rd August 2019**
 - The minutes of the previous meeting dated 3rd August 2019 were read and confirmed
- **To plan for a Conference on Library Science**
 - It has been decided to organize a conference on Library science






- **To plan for providing a platform to develop entrepreneurial spirit among students.**
 - It has been discussed to provide a platform of practical exposure to develop entrepreneurial spirit among students
- **To discuss for organizing free certification courses for students on HR and block chain**
 - It has been decided to organize free certification courses for students on HR and block chain
- **To discuss to organize guidance session for competitive and career enhancement.**
 - It has been decided to organize guidance session for competitive and career guidance session for students

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

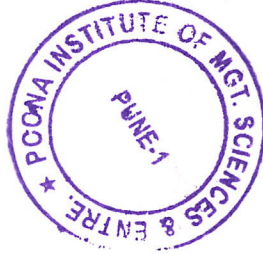
Name	Signature
Prof. Dr. Shakeel Ahmed	
Hon. Mr. Hani Ahmed Farid	
Dr. Porinita Banerjee	
Dr. Zarina Shaikh	
Mr. Vasimraja Sayed	
Mr. Mohd. Talha Ahmed	
Mr. Zafar Ahmed Khan	
Mrs. Misba Kadri	
Mr. Abdul Raheman Kalyani	
Dr. Hanif Lakdawala	
Mr. Abraham Varghese	



Mr. Wasim Chipade	
Ms. Mujawar Karishma Nisar	
Mrs. Lubna Shaikh	



Prof. (Dr.) Shakeel Ahmed
Director





Anjuman Khairul Islam's
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Dr. SHAKEEL AHMED
Director

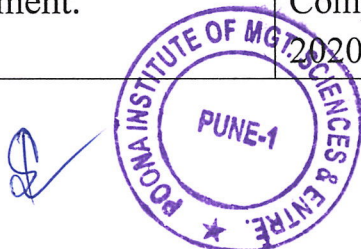
INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2019-2020

Meeting no. 2

Date of Meeting : 30th December 2019

Minute	Action Taken
To plan for organizing a Conference on Library Science should be conducted.	International conference on "Technology Transfer and Innovation in Library Management" on 7 th March, 2020 was organized.
To plan for providing a platform to develop entrepreneurial spirit among students	To build entrepreneurial skills among students, An annual flagship event "Festina" with tagline "Entrepreneur shine through" was organized on 10 th February 2020
To discuss for organizing free certification courses for students on HR and block chain	Certification courses was organized on "Interviewing Skills" from 22 nd Jan. to 8 th Feb. 2020, "Statutory Compliance in HR" from 4 th Jan. 2020 to 21 st Jan. 2020, "Power of Subconscious Mind" from 26 th February 2020 to 14 th March 2020, and "block chain" was conducted from 10 th Feb. to 28 th Feb. 2020.
To discuss to organize guidance session for competitive and career enhancement.	A Guidance session on "RBI Grade Success: Strategies to Triumph in Competitive Exams" on 17 th February 2020 and "Crafting Your Marketing



Journey: Career Counseling for Marketing Students” was organized on 10th March 2020

Mrs. Lubna Shaikh
IQAC Coordinator

Prof. Dr. Shakeel Ahmed
Director





Anjuman Khairul Islam's
POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP
(Approved by AICTE, New Delhi & Affiliated to Savitribai Phule Pune University)

Office : K.B. Hidaytullah Road, Camp, Pune - 411001.

Tel.: 020-26448781.

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

Dr. SHAKEEL AHMED

Director

NOTICE

Date: 25/03/2020

This is to inform all the committee members of IQAC that **an online meeting is scheduled on Saturday, 28th March, 2020, at 1:30 pm via Zoom Platform.**

Join Zoom Meeting : <https://us04web.zoom.us/j/601425472>

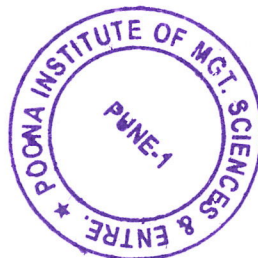
Agenda:

- To read and confirm the minutes of the previous meeting dated 30th December 2019
- To plan for organizing a session on challenges faced while teaching by faculty in Covid
- To plan for arranging sessions for non teaching for making them familiarize with online working platforms.
- To plan for making the students prepared for appearing online exams
- Any other matter with the permission of the Chair



Prof. (Dr.) Shakeel Ahmed
Director

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 Farid (<i>Chairman, AKI Trust</i>)	Management Representative
Teachers to represent all levels (Three to eight)	
Dr. Porinita Banerjee (<i>Associate Professor</i>)	Member
Dr. Zarina Shaikh (<i>Associate 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 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, 28th March. 2020

Meeting Mode: Online Via Zoom Platform

Time: 1:30 pm

The meeting was held on Saturday, 28th March. 2020, at 1:30 pm. Following are the minutes of the meeting.

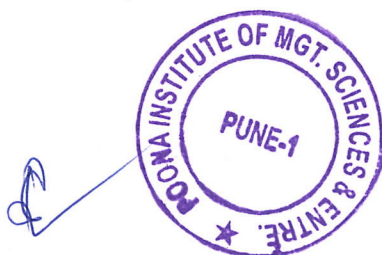
IQAC Coordinator welcomed all the members

Agenda:

- To read and confirm the minutes of the previous meeting dated 30th December, 2019.
- To plan for organizing a session on challenges faced while teaching by faculty during Covid
- To plan for arranging sessions for non teaching for making them familiarize with online working platforms.
- To plan for making the students prepared for appearing online exams
- 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 30th December 2019**
 - The minutes of the previous meeting dated 30th December 2019 were read and confirmed
- **To plan for organizing a session on challenges faced while teaching by faculty during Covid**
 - It has been decided to organize a session on challenges faced while teaching by faculty during Covid.
- **To plan for arranging sessions for non teaching for making them familiarize with online working platforms.**
 - It has been discussed to provide training session for non teaching staff to protocols and process of working online specially on Google drives



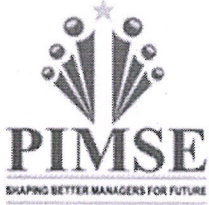
- To plan for making the students prepared for appearing online exams
 - It has been decided to make the students aware of the procedure and guidelines for appearing online exams

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

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



Prof. (Dr.) Shakeel Ahmed
Director



INTERNAL QUALITY ASSURANCE CELL

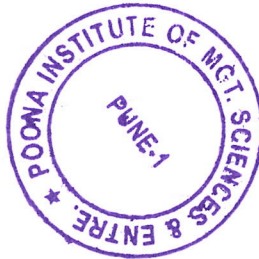
Action Taken Report – 2019-2020

Meeting no. 3

Date of Meeting 28th March 2020

Minute	Action Taken
To plan for organizing a session on challenges faced while teaching by faculty in Covid	An online Worskhop on "Strategy to Face Teaching Learning Challenges" was organized.
To plan for arranging sessions for non teaching for making them familiar with online working platform.	Faculties of our institute conducted training sessions for non teaching staff.
To plan for making the students prepared for appearing online exams	Online MCQ based Exam was conducted for students practice on Test Moz App.


Mrs. Lubna Shaikh
IQAC Coordinator




Prof. Dr. Shakeel Ahmed
Director



Anjuman Khairul Islam's
POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP
(Approved by AICTE, New Delhi & Affiliated to Savitribai Phule Pune University)

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Tel.: 020-26448781.
Website : www.akipimse.com Email : info@akipimse.com

Dr. SHAKEEL AHMED
Director

NOTICE

Date: 08/06/2020

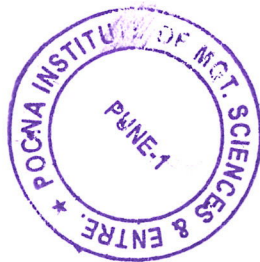
This is to inform all the committee members of IQAC that an online meeting is scheduled on Wednesday 10th June. 2020 at 11 am via Zoom Platform.

Zoom Meeting Details:

Meeting ID: 851 0969 8373
Password: 336063

Agenda:

- To read and confirm the minutes of the previous meeting dated 30th December 2019
- To discuss to encourage teaching staff to attend online FDP related to NAAC accreditation
- To plan for training to non teaching staff on MS Office
- To plan for organizing additional sessions on Entrepreneurship apart from academics
- Any other matter with the permission of the Chair



Dr. Shakeel Ahmed
Director

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 Farid (<i>Chairman, AKI Trust</i>)	Management Representative
Teachers to represent all levels (Three to eight)	
Dr. Porinita Banerjee (<i>Associate Professor</i>)	Member
Dr. Zarina Shaikh (<i>Associate 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 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 Science & Entrepreneurship

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Tuesday, 10th June. 2020

Venue: Board room

Time: 11:00 am

The meeting was held on Wednesday, 10th June. 2020 ,at 11 am via Zoom Platform. Following are the minutes of the meeting:

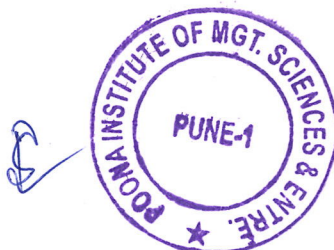
IQAC Coordinator welcomed all the members.

Agenda:

- To read and confirm the minutes of the previous meeting dated 28th March, 2020.
- To discuss to encourage teaching staff to attend online FDP related to NAAC accreditation
- To plan for training of non teaching staff on MS Office.
- To plan for organizing additional sessions on Entrepreneurship apart from academics
- Any other matter with the permission of the Chair

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

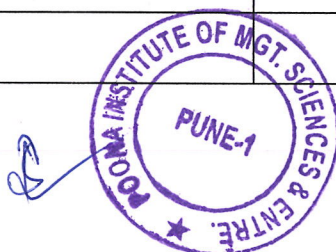
- **To read and confirm the minutes of the previous meeting dated 28th March 2020**
 - The minutes of the previous meeting dated 28th March 2020 were read and confirmed



- **To discuss to encourage teaching staff to attend online FDP related to NAAC accreditation**
 - It has been decided to encourage teaching staff to attend online FDP related to NAAC accreditation
- **To plan for training for non teaching staff on MS Office.**
 - It has been decided to train non teaching staff on MS Office
- **To plan for organizing additional sessions on Entrepreneurship apart from academics**
 - It has been decided to organize additional sessions on Entrepreneurship apart from academics

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

Name	Present/Absent
Prof. Dr. Shakeel Ahmed	Present
Mr. Hani Ahmed Farid	
Dr. Porinita Banerjee	Present
Dr. Zarina Shaikh	Present
Mr. Vasimraja Sayed	Present
Mr. Mohd.Talha Ahmed	Present
Mr. Zafar Ahmed Khan	Present
Mrs. Misba Kadri	Present
Mr. Abdul Raheman Kalyani	Present
Dr. Hanif Lakdawala	
Mr. Abraham Varghese	
Mr. Wasim Chipade	Present

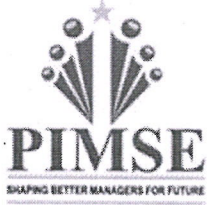


Ms.Mujawar Karishma Nisar	
Mrs. Lubna Shaikh	Present



A handwritten signature in black ink, appearing to read "Shakeel Ahmed", written over a horizontal line.

Prof. (Dr.) Shakeel Ahmed
Director



INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2019-2020

Meeting no. 4

Date of Meeting 10th June 2020

Minute	Action Taken
To discuss encouraging teaching staff to attend online FDP related to NAAC accreditation	Teaching Staff members attended Online FDPs on NAAC Accreditation and Teaching Learning Methodology during Covid.
To plan for training to non teaching staff on MS Office	Non Teaching Staff were given training on Basics of MS Office from 15 th June, 2020 to 25 th June, 2020
To plan for organizing additional sessions on Entrepreneurship apart from academics	Corporate Guest Lecture on "Entrepreneurship: Choose Beyond your degree" was organized on 6 th August 2020,

Mrs. Lubna Shaikh
IQAC Coordinator



Prof. Dr. Shakeel Ahmed
Director