

OFFICE OF THE CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
INDIAN INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY, CHH. SAMBHAJINAGAR

Dated: 17th June, 2024

Minutes of the Meeting of IQAC

A meeting of the IQAC was held in the Co-ordinator Cabin under the chairmanship of Dr. Swati Nakhale and Co-ordinator, Mr. Shahid sheikh, Indian Institute of Food Science and Technology, Chh. Sambhajinagar on 17th June, 2024 at 2.00 pm.

The following signed members were present in the Meeting:

1. Dr. Swati Nakhale, [Principal], Chairperson, IQAC
2. Mr. Shahid shaikh, [Director], Co-ordinator, IQAC
3. Dr. Rafiq Shaikh [Chairman], Local committee member, IQAC
4. Dr. Khan Farhana Mehreen, [HOD Home Sci. dept], Member, IQAC
5. Prof. Massarat Shaikh, [HOD Sci. dept], Member, IQAC
6. Mrs. Rita Kirtishahi, [HOD Fashion Design dept], Member, IQAC
7. Prof. Khan Sumaiya Sarfaraz, Member, IQAC
8. Prof. Taj Tamboli, Member, IQAC
9. Mr. Javed Patel, [Office Superintendent] Member, IQAC
10. Mr. Ganesh Sonwane, [Exam dept] Member, IQAC
11. Mr. Vishal Gajhans, [Scholarship dept], Member, IQAC
12. Ms. Ifra Siddiqui, [General Secretary], Member, IQAC
13. Mr. Faisal Qureshi [Owner of Himroo Fabrics], Stakeholder Member, IQAC
14. Mr. Nitish Nakhale [Owner of ARUBHA LLP], Stakeholder Member, IQAC

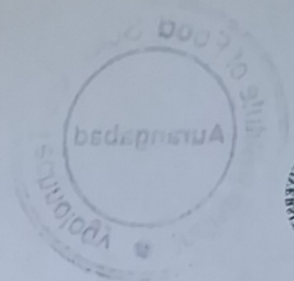
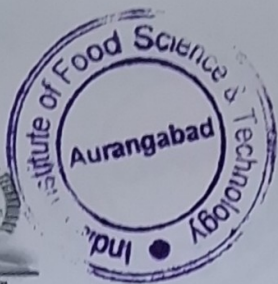
Signature

Swati Nakhale
Shahid Sheikh
Rafiq Shaikh
Khan Farhana Mehreen
Prof. Massarat Shaikh
Mrs. Rita Kirtishahi
Prof. Khan Sumaiya Sarfaraz
Prof. Taj Tamboli
Mr. Javed Patel
Mr. Ganesh Sonwane
Mr. Vishal Gajhans
Ms. Ifra Siddiqui
Mr. Faisal Qureshi
Mr. Nitish Nakhale

Unsigned members could not attend the meeting due to their pre occupations as informed earlier.

Co-ordinator, IQAC tabled the Action Taken Report (ATR) of the IQAC on the decisions taken in the IQAC meeting held on 24th May 2024.

Co-ordinator, IQAC welcomed the chairman and all the members of IQAC to the meeting.



The Agenda of the meeting are:

1. Implementation of NEP at the UG level.
2. Academic session commencement with subject allotments for all departments.
3. Discussion on the requirement of books, chemicals, and equipment.
4. Faculty recruitment advertisement publication.
5. Planning for Yoga, Breastfeeding Week and Nutrition Week celebrations.
6. Organizing the orientation program for the new batch with a focus on anti-ragging.
7. Scheduling workshops and seminars by all departments.
8. Review of Admission process and related arrangements

Key Discussions and Decisions Made:

1. NEP Implementation at UG Level

- The National Education Policy (NEP) has been applied at the undergraduate level.
- Departments must update their syllabi to align with the NEP framework.
- Faculty members will be given training sessions on interdisciplinary learning and credit-based courses.

(Action to be taken by Prof. Massarat Shaikh and Dr. Khan Farhana Mehreen)

2. Academic Start and Subject Allotments

- The academic session will begin as per the university's academic calendar.
- Subject allotments for all departments were finalized and shared with faculty.
- Departments were asked to submit their final timetables.

(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Mr. Taj Tamboli)

3. Requirement of Books, Chemicals, and Equipment

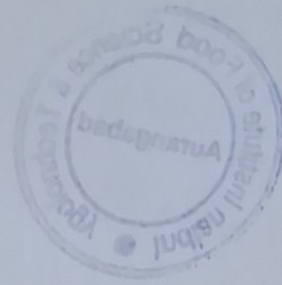
- Departments were instructed to submit a consolidated list of required books, chemicals, and equipment.
- Procurement will be handled by the administrative office based on priority needs and budget availability.

(Action to be taken by Prof. Massarat Shaikh, Ms. Khan Sumaiya, Prof. Rita Kirtishahi and Mr. Taj Tamboli)

4. Faculty Recruitment Advertisement

- The faculty recruitment advertisement has been published.
- A panel was assigned to screen applications and schedule interviews.

(Action to be taken by Mr. Shahid sheikh, Mr. Javed Patel, Mr. Ganesh Sonwane, Mr. Vishal Gajhans)



5. Yoga, Breastfeeding Week and Nutrition Week Celebrations

- Events will include Competitions, awareness programs, health check-ups, and expert talks.
- Responsibilities were assigned for event coordination, logistics, and publicity.
- The celebration schedule will be shared with students and faculty in advance.

(Action to be taken by Dr. Khan Farhana Mehreen, Prof. Massarat Shaikh, Prof. Rita Kirtishahi and Ms. Ifra Siddiqui)

6. Orientation Program for New Batch (Anti-Ragging Awareness)

- The orientation program will include an anti-ragging session with guest lectures from legal and administrative authorities.
- Awareness materials, helpline numbers, and grievance redressal mechanisms will be shared with students.
- Faculty members will ensure strict monitoring in hostels and campus premises.

(Action to be taken by Dr. Khan Farhana Mehreen, Prof. Massarat Shaikh, Prof. Rita Kirtishahi and Ms. Sumaiya khan)

7. Departmental Workshops and Seminars

- Each department will organize minimum one workshop or seminar this semester.
- Topics will be aligned with industry trends, research advancements, and skill development.
- A timeline for these events will be submitted and approved in the next meeting.

(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Mr. Taj Tamboli)

8. Review on Admission Process

- Faculty members will assist in guiding students and handling queries.
- Departments will ensure a smooth transition for newly admitted students.

(Action to be taken by all teaching and non-teaching staff)

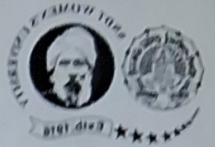
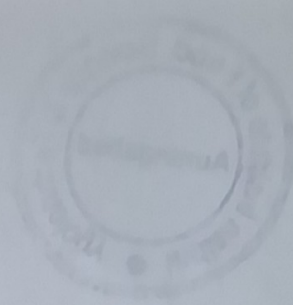
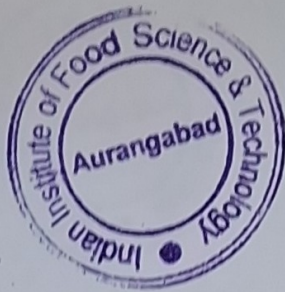
(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

IQAC
Coordinator
Indian Institute Of Science &
Technology, Aurangabad

Copy to:

1. PS to Chairperson for information please
2. PS to Co-ordinator for information
3. All concerned members of IQAC for information
4. Office copy



ACTION TAKEN REPORT [ATR]

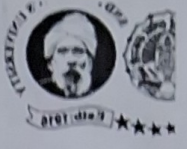
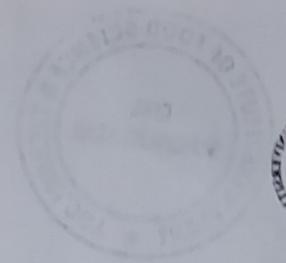
ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 17 th JUNE, 2024		
Sl. No.	RESOLUTION	REMARKS
1	Oversee NEP implementation and curriculum updates.	Action taken
2	Finalize and circulate subject allotments.	Action taken
3	Submit the list of required books, chemicals, and equipment.	Action taken
4	Monitor the faculty recruitment process.	Action taken
5	Coordinate Breastfeeding and Nutrition Week events.	Action under process
6	Finalize the anti-ragging orientation session details.	Action under process
7	Ensure workshops and seminars are scheduled.	Action under process
8	Manage the admission process for the new batch	Action taken

(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

IQAC
Coordinator
Indian Institute Of Science &
Technology, Aurangabad

IQAC
Coordinator
Indian Institute Of Science &
Technology, Aurangabad



OFFICE OF THE CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
INDIAN INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY, CHH. SAMBHAJINAGAR

Dated: 8th August 2024

Minutes of the Meeting of IQAC

A meeting of the IQAC was held in the Coordinator Cabin under the chairmanship of I/C Principal & Coordinator, Mr. Shahid Shaikh at Indian Institute of Food Science and Technology, Chh. Sambhajinagar on 8th August 2024 at 3.30 pm.

The following signed members were present in the Meeting:

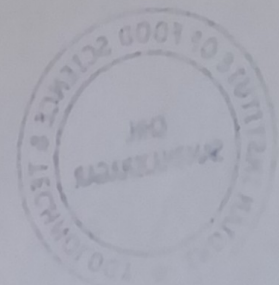
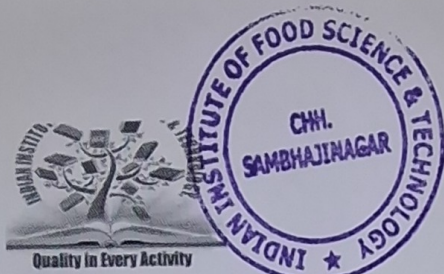
1. Mr. Shahid Shaikh – I/C Principal, Chairperson, IQAC
2. Mr. Shahid Shaikh – Director, Coordinator, IQAC
3. Dr. Rafiq Shaikh – Chairman, Local Committee Member, IQAC
4. Dr. Khan Farhana Mehreen – HOD Home Sci. Dept., Member, IQAC
5. Prof. Massarat Shaikh – HOD Science Dept., Member, IQAC
6. Mrs. Rita Kirtishahi – HOD Fashion Design Dept., Member, IQAC
7. Prof. Khan Sumaiya Sarfaraz – Member, IQAC
8. Prof. Taj Tamboli – Member, IQAC
9. Mr. Javed Patel – Office Superintendent, Member, IQAC
10. Mr. Ganesh Sonwane – Exam Dept., Member, IQAC
11. Mr. Vishal Gajhans – Scholarship Dept., Member, IQAC
12. Ms. Rani Raut – General Secretary, Member, IQAC
13. Mr. Faisal Qureshi – Owner of Himroo Fabrics, Stakeholder Member, IQAC

Signature

Shahid
Shahid
Rafiq
Khan
Massarat
Rita
Khan
Taj
Javed
Ganesh
Vishal
Rani
Faisal

Unsigned members could not attend the meeting due to their pre-occupations.

Co-ordinator, IQAC tabled the ATR of the IQAC meeting held on 17th June 2024.



AGENDA OF THE MEETING

1. Successful submission of Workshop Details to Nutrition Society of India (NSI) for the 2024–2025 activity conducted jointly by IIFST & NSI
2. Successful completion of Breastfeeding Week with activities & competitions
3. Commencement of 3–Days Orientation Program (12–14 August 2024)
4. Discussion on virtual celebration of FSTN National Nutrition Month in collaboration
5. Discussion on Fashion Design Workshop on Aari Work and Advanced Fashion Illustration
6. Discussion on Webinar for World Soil Day to be conducted virtually in collaboration with FSTN

KEY DISCUSSIONS AND DECISIONS MADE

1. Successful Submission of Workshop Details to NSI

The committee acknowledged that the workshop report and activity details for the joint IIFST–NSI event for the academic year 2024–25 were successfully submitted to the Nutrition Society of India.

All documents including attendance, photos, resource person profiles, required bills and feedback forms were verified before submission.

Action: Maintain digital and hard copy records for future audits.

(To be taken by: Dept. of Home Science & IQAC Team)

2. Successful Completion of Breastfeeding Week

The Breastfeeding Week (1–7 August 2024) was conducted with:

- Poster-making competition
- Awareness seminar
- Demonstration session for mothers
- Student presentations

The committee appreciated the involvement of students and staff.

Action: Upload activity report and photographs on website.

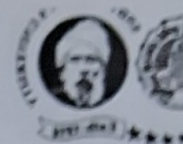
(To be taken by: Home Science Dept. & NSS Unit)

3. Commencement of 3-Days Orientation Program (12–14 August 2024)

The orientation plan was reviewed.

It will include:

- Introduction to departments
- Anti-ragging is the main concept
- Campus tour



- Value-added course awareness
- Interaction with faculty

Action: Final schedule to be circulated to all students and staff.
(To be taken by: Anti-ragging Committee & All HODs)

4. Discussion on Virtual Celebration of FSTN National Nutrition Month

The committee discussed organizing various online activities for National Nutrition Month (September 2024) in collaboration with the FSTN Foundation WB.

Planned digital activities:

- Nutrition awareness webinar
- Reels/posters contest on healthy eating
- Online quiz competition

Action: Prepare month-long activity calendar.

(To be taken by: Home Science Dept. & FSTN Collaboration Team)

5. Discussion on Fashion Design Workshop on Aari Work & Advanced Fashion Illustration

The Fashion Design department proposed a skill-based workshop for students. IQAC approved the initiative as it enhances employability and practical exposure.

Action: Finalize resource persons, material list, and student registration.

(To be taken by: Fashion Design Dept.)

6. Webinar on World Soil Day (Virtual)

The committee decided to conduct an online webinar on **World Soil Day** in collaboration with FSTN.

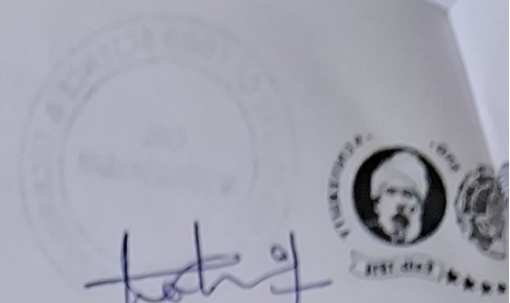
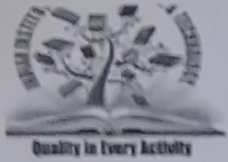
Topics will include:

- Soil health
- Food sustainability
- Role of soil in nutrition

Action: Confirm speaker and share virtual meeting link with students.

(To be taken by: Science Dept. & FSTN Collaboration Team)

The meeting concluded with a vote of thanks to all members for their contributions and cooperation.



Shahid Shaikh

(Mr. Shahid Shaikh)

Co-ordinator, IQAC, IIFST

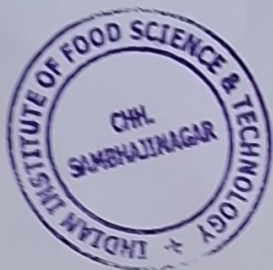
IQAC

Coordinator

Indian Institute Of Science &
Technology, Aurangabad

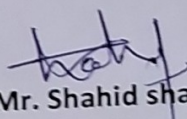
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1. PS to Co-ordinator for information
2. All IQAC members
3. Office file

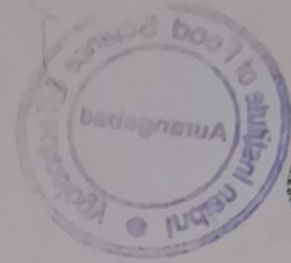
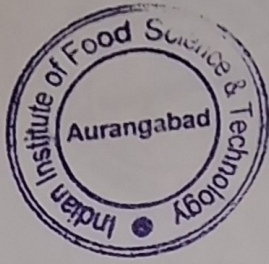


ACTION TAKEN REPORT [ATR]

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 8th August 2024		
Sl. No.	RESOLUTION	REMARKS
1	Submission of Workshop Details to NSI	Action taken
2	Completion of Breastfeeding Week- Reports prepared; photos uploaded; certificates distributed	Action under process
3	Orientation Program- Final schedule prepared; venue arrangements completed.	
4	Virtual National Nutrition Month- Draft activity calendar prepared; tasks assigned.	Action taken
5	FD Workshop on Aari & Illustration- Resource persons confirmed; workshop dates finalized.	Action under process
6	World Soil Day Webinar- Speaker shortlisted; poster and meeting link under preparation.	Action under process


(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST
Coordinator
Indian Institute Of Science &
Technology, Aurangabad



OFFICE OF THE CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
INDIAN INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY, CHH. SAMBHAJINAGAR

Dated: 01st October, 2024

Minutes of the Meeting of IQAC

A meeting of the IQAC was held in the Co-ordinator Cabin under the chairmanship of Dr. Swati Nakhale and Co-ordinator, Mr. Shahid sheikh, Indian Institute of Food Science and Technology, Chh. Sambhajinagar on 1st October, 2024 at 11.00 am.

The following signed members were present in the Meeting:

1. Dr. Swati Nakhale, [Principal], Chairperson, IQAC
2. Mr. Shahid shaikh, [Director], Co-ordinator, IQAC
3. Dr. Rafiq Shaikh [Chairman], Local committee member, IQAC
4. Dr. Khan Farhana Mehreen, [HOD Home Sci. dept], Member, IQAC
5. Prof. Massarat Shaikh, [HOD Sci. dept], Member, IQAC
6. Mrs. Rita Kirtishahi, [HOD Fashion Design dept], Member, IQAC
7. Prof. Khan Sumaiya Sarfaraz, Member, IQAC
8. Prof. Taj Tamboli, Member, IQAC
9. Mr. Javed Patel, [Office Superintendent] Member, IQAC
10. Mr. Ganesh Sonwane, [Exam dept] Member, IQAC
11. Mr. Vishal Gajhans, [Scholarship dept], Member, IQAC
12. Ms. Ifra Siddiqui, [General Secretary], Member, IQAC
13. Mr. Faisal Qureshi [Owner of Himroo Fabrics], Stakeholder Member, IQAC
14. Mr. Nitish Nakhale [Owner of ARUBHA LLP], Stakeholder Member, IQAC

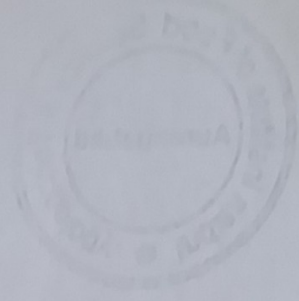
Signature

Swati
Shahid
Rafiq
Khan
Massarat
Rita
Khan
Taj
Javed
Ganesh
Vishal
Ifra
Faisal
Nitish

Unsigned members could not attend the meeting due to their pre occupations as informed earlier.

Co-ordinator, IQAC tabled the Action Taken Report (ATR) of the IQAC on the decisions taken in the IQAC meeting held on 8TH Aug 2024.

Co-ordinator, IQAC welcomed the chairman and all the members of IQAC to the meeting.



The Agenda of the meeting are:

1. Completion status of the syllabus for the ongoing semester.
2. Planning for the Freshers' Party for the new batch.
3. Diwali vacation schedule and guidelines.
4. Submission of exam forms for the upcoming examinations.
5. Exam schedule finalization.

Key Discussions and Decisions Made:

1. Syllabus Completion Status

- Faculty members provided updates on syllabus coverage.
- Departments that need extra classes or remedial sessions will arrange them before exams.
- The deadline for syllabus completion is set before Diwali vacations

(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Mr. Taj Tamboli)

2. Freshers' Party Planning

- The date for the Freshers' Party was discussed and tentatively scheduled for 9th October 2024.
- A team was formed to handle event coordination, venue arrangements, and cultural performances.

(Action to be taken by Dr. Khan Farhana Mehreen, Prof. Massarat Shaikh, Prof. Rita Kirtishahi and Ms. Ifra Siddiqui)

3. Diwali Vacation

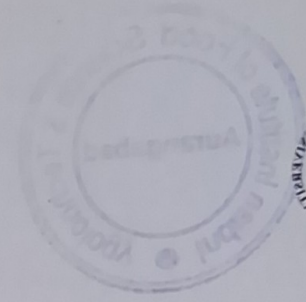
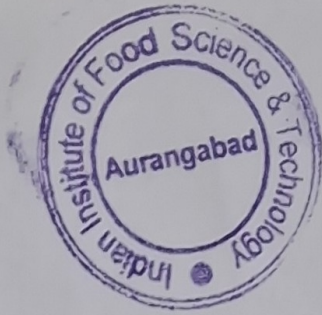
- The official Diwali vacation period was confirmed from [26/10/2024] to [4/11/2024].
- Students were advised to complete their assignments before the break.
- Faculty members were requested to plan any remaining syllabus accordingly.

(Action to be taken by Mr. Shahid sheikh, Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi)

4. Exam Form Submission

- The deadline for exam form submission is [23/10/2024 to 05/11/2024].
- Students must ensure timely submission to avoid penalties.
- Faculty members to assist students with any queries related to form submission.

(Action to be taken by Mr. Ganesh Sonwane, Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Mr. Taj Tamboli)



5. Exam Schedule Finalization

- The tentative exam schedule was presented and discussed.
- Departments will review and finalize the schedule before publishing.
- The final timetable will be shared with students and faculty.

(Action to be taken by Mr. Ganesh Sonwane and Mr. Shahid sheikh)

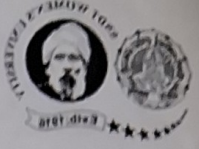
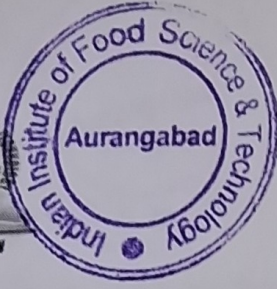
(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

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IQAC
Coordinator
Indian Institute Of Science &
Technology, Aurangabad



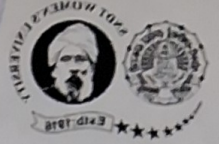
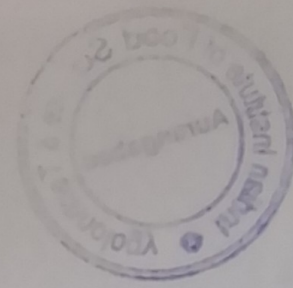
ACTION TAKEN REPORT [ATR]

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 1 TH OCTOBER, 2024		
Sl. No.	RESOLUTION	REMARKS
1	Monitor syllabus completion and arrange extra classes if needed.	Action taken
2	Finalize Freshers' Party arrangements.	Action taken
3	Issue an official notice for Diwali vacation.	Action under process
4	Oversee exam form submission and assist students.	Action under process
5	Finalize and publish the exam schedule	Action under process

(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

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Indian Institute Of Science &
Technology, Aurangabad



OFFICE OF THE CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
INDIAN INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY, CHH. SAMBHAJINAGAR

Dated: 30th December, 2024

Minutes of the Meeting of IQAC

A meeting of the IQAC was held in the Co-ordinator Cabin under the chairmanship of Dr. Swati Nakhale and Co-ordinator, Mr. Shahid sheikh, Indian Institute of Food Science and Technology, Chh. Sambhajinagar on 30th December, 2024 at 11.00 am.

The following signed members were present in the Meeting:

1. Dr. Swati Nakhale, [Principal], Chairperson, IQAC
2. Mr. Shahid shaikh, [Director], Co-ordinator, IQAC
3. Dr. Rafiq Shaikh [Chairman], Local committee member, IQAC
4. Dr. Khan Farhana Mehreen, [HOD Home Sci. dept], Member, IQAC
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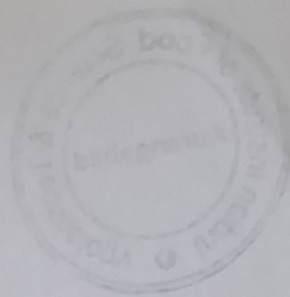
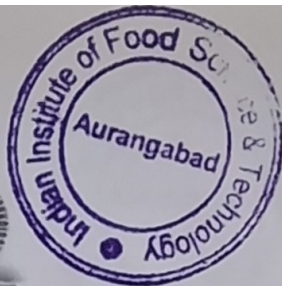
Signature

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Unsigned members could not attend the meeting due to their pre occupations as informed earlier.

Co-ordinator, IQAC tabled the Action Taken Report (ATR) of the IQAC on the decisions taken in the IQAC meeting held on 01st October 2024.

Co-ordinator, IQAC welcomed the chairman and all the members of IQAC to the meeting.



The Agenda of the meeting are:

1. Commencement of Even Semester and subject allotments for all departments.
2. Review of requirement lists for chemicals, books, and equipment.
3. Internship guidelines for students.
4. Planning for NSS camps at different adopted villages.
5. Organizing field visits to pathology labs, food labs, and fashion mills.
6. Scheduling Sports Week and Student Council Elections.
7. Preparation for the Annual Day Celebration.

Key Discussions and Decisions Made:

1. Even Semester Start and Subject Allotments

- The Even Semester will commence as per university guidelines.
- Subject allotments for each department were finalized and shared with faculty.
- Departments were instructed to prepare timetables and update students accordingly.

(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Mr. Taj Tamboli)

2. Review of Requirement List (Chemicals, Books, Equipment)

- All departments were asked to review and finalize their requirement lists.
- The procurement process will be initiated based on budget availability.

(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi, Mr. Taj Tamboli and Ms. Khan sumaiya)

3. Internship Guidelines

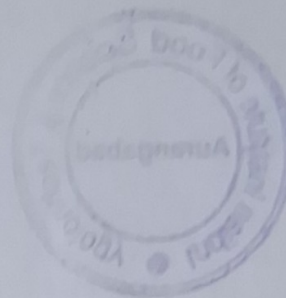
- Internship programs were discussed for final-year students.
- Students must complete [1 month for FSQC AND CND and 3 month for CLS] of internship as per the curriculum.
- Guidelines on report submission, industry collaboration, and evaluation criteria were provided.

(Action to be taken by Prof. Massarat Shaikh, Ms. Khan Sumaiya, Prof. Rita Kirtishahi)

4. NSS Camps at Adopted Villages

- The NSS team will conduct social service activities at [Adopted Village].
- Activities include health camps, awareness programs, and environmental initiatives.
- Faculty members will coordinate with village authorities for necessary permissions.

(Action to be taken by Mr. Ganesh Sonwane)



5. Field Visits (Pathology Lab, Food Lab, Fashion Mill)

- Pathology Lab: Exposure to medical testing procedures and diagnostics.
- Food Lab: Understanding food safety, testing, and processing.
- Fashion Mill: Learning about textile production and garment design.
- Departments will submit student lists and consent forms before visit date.

(Action to be taken by Prof. Massarat Shaikh, Ms. Khan Sumaiya and Prof. Rita Kirtishahi)

6. Sports Week and Student Council Elections

- Sports Week will be held from [06/01/2025] to [11/01/2025].
- Various sports events will be conducted, and a committee was assigned for coordination.
- Student Council Elections will take place on [09/01/2025], with nominations opening from [06/01/2025].

(Action to be taken by Mr. Ganesh Sonwane and Dr. Khan Farhana Mehreen)

7. Annual Day Celebration

- The Annual Day is tentatively scheduled for [18/01/2025].
- A team was formed to handle performances, guest invitations, and event coordination.
- Departments were requested to submit student participation lists for cultural activities.

(Action to be taken by all teaching and non-teaching staff)

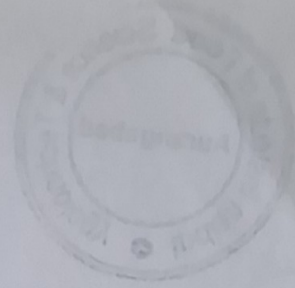
(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

IQAC
Coordinator
Indian Institute Of Science &
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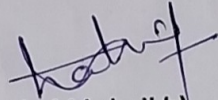
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1. PS to Chairperson for information please
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3. All concerned members of IQAC for information
4. Office copy



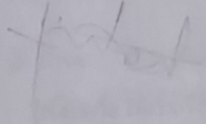
ACTION TAKEN REPORT [ATR]

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 30 th DECEMBER, 2024		
Sl. No.	RESOLUTION	REMARKS
1	To finalize subject allotments and timetables.	Action taken
2	To oversee procurement of books, chemicals, and equipment.	Action taken
3	To circulate official internship guidelines.	Action taken
4	NSS Coordinator to finalize camp locations and activities.	Action under process
5	Head of Department to schedule and manage field visits.	Action under process
6	To organize and execute Sports Week.	Action under process
7	Election Committee to ensure smooth Student Council Elections.	Action under process
8	Event Team to plan and coordinate Annual Day celebrations	Action under process


(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

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OFFICE OF THE CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
INDIAN INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY, CHH. SAMBHAJINAGAR

Dated: 28th February, 2025

Minutes of the Meeting of IQAC

A meeting of the IQAC was held in the Coordinator Cabin under the chairmanship of I/C Principal and Co-ordinator, Mr. Shahid sheikh, Indian Institute of Food Science and Technology, Chh. Sambhajinagar on 28th February, 2025 at 11.00 am.

The following signed members were present in the Meeting:

1. Mr. Shahid shaikh, [I/C Principal], Chairperson, IQAC
2. Mr. Shahid shaikh, [Director], Co-ordinator, IQAC
3. Dr. Rafiq Shaikh [Chairman], Local committee member, IQAC
4. Dr. Khan Farhana Mehreen, [HOD Home Sci. dept], Member, IQAC
5. Prof. Massarat Shaikh, [HOD Sci. dept], Member, IQAC
6. Mrs. Rita Kirtishahi, [HOD Fashion Design dept], Member, IQAC
7. Prof. Khan Sumaiya Sarfaraz, Member, IQAC
8. Prof. Taj Tamboli, Member, IQAC
9. Mr. Javed Patel, [Office Superintendent] Member, IQAC
10. Mr. Ganesh Sonwane, [Exam dept] Member, IQAC
11. Mr. Vishal Gajhans, [Scholarship dept], Member, IQAC
12. Ms. Rani Raut, [General Secretary], Member, IQAC
13. Mr. Faisal Qureshi [Owner of Himroo Fabrics], Stakeholder Member, IQAC

Signature

[Handwritten signatures of the members listed above, including Mr. Shahid Shaikh, Dr. Rafiq Shaikh, Dr. Khan Farhana Mehreen, Prof. Massarat Shaikh, Mrs. Rita Kirtishahi, Prof. Khan Sumaiya Sarfaraz, Prof. Taj Tamboli, Mr. Javed Patel, Mr. Ganesh Sonwane, Mr. Vishal Gajhans, Ms. Rani Raut, and Mr. Faisal Qureshi.]

Unsigned members could not attend the meeting due to their pre occupations as informed earlier.

Co-ordinator, IQAC tabled the Action Taken Report (ATR) of the IQAC on the decisions taken in the IQAC meeting held on 30th Decembar 2024.



The Agenda of the meeting are:

1. Principal and stakeholder resigned
2. Women's day celebration on 8th march 2025 with FINIX MEDIA Collaboration
3. Update on completion of syllabus, projects and practical's of every department
4. Revision or remedial classes update
5. Semester end examination schedule
6. Invigilation duties
7. Completion of dissertation and internship timeline of every department
8. Dates allotment for master dissertation external viva

Key Discussions and Decisions Made:

- **Resignation Announcement**

The committee acknowledged the resignation of:

- **Dr. Swati Nakhale**, Principal and Chairperson, IQAC
- **Mr. Nitish Nakhale**, Stakeholder Member, Owner of ARUBHA LLP

The members appreciated their contribution and service.

- **Women's Day Celebration Planning**

IQAC proposed a collaborative event with **FINIX MEDIA** to celebrate **International Women's Day on 8th March 2025**. Responsibilities were delegated to the cultural committee and event heads.

(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Mr. Taj Tamboli)

- **Academic Completion Update**

HODs of all departments confirmed the **completion status of syllabus, projects, and practicals:**

- Home Science Department
- Science Department
- Fashion Design Department
- Computer department

(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Mr. Taj Tamboli)

- **Remedial / Revision Classes**

Departments provided updates on ongoing **remedial and revision classes** for students requiring academic support. Attendance sheets are being maintained for review.

(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Mr. Taj Tamboli)



- **Semester-End Examination Schedule**

The examination department presented the **tentative schedule** for the upcoming **semester-end exams**. Dates were finalized in coordination with the university calendar.

(Action to be taken by Mr. Ganesh sonwane, Mr. Shahid shaihk).

- **Invigilation Duties**

A duty for faculty invigilation was circulated. Members were advised to strictly adhere to the allocated time slots and maintain discipline during examination hours.

(Action to be taken by Mr. Ganesh sonwane, Mr. Shahid shaihk).

- **Dissertation and Internship Status**

HODs submitted the **status of completion** for:

- Final year **dissertations**
- Department-wise **internship reports**
- All departments are on track for timely submission.

(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Ms. Khan sumaiya)

- **Master Dissertation External Viva**

IQAC finalized the **date allotments for external viva voce** examinations for master's dissertations. Respective departments will coordinate with external examiners and notify students accordingly.

(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Ms. Khan sumaiya)

The meeting concluded with a vote of thanks to all the members for their presence and valuable suggestions

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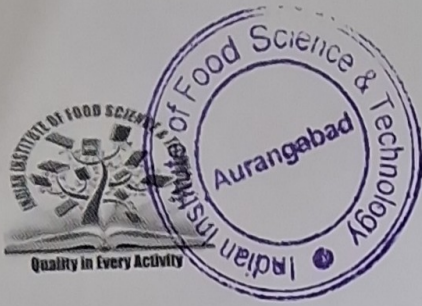
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(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

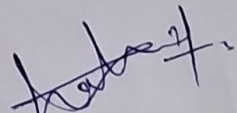
Coordinator

**Indian Institute Of Science &
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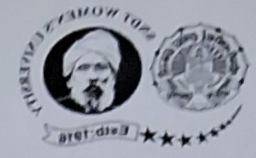


ACTION TAKEN REPORT [ATR]

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 28 TH FEBRUARY, 2025		
Sl. No.	RESOLUTION	REMARKS
1	Collaboration with FINIX MEDIA is confirmed.	Action under process taken.
2	HODs submitted reports confirming syllabus, project, and practical completion across departments	Action taken
3	Departments have started remedial and revision classes	Action taken
4	Exam schedules finalized in coordination with university timelines. Notifications issued to all concerned departments and students	Action under process
5	Faculty duties circulated and responsibilities assigned. A briefing on discipline and examination protocol was conducted	Action under process
6	Final year dissertations and internship submissions are nearing completion. Supervisors have begun reviewing final versions.	Action under process
7	Dates allotted and external examiners appointed. Communication and venue arrangements are ongoing.	Action under process


(Mr. Shahid shaikh)

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OFFICE OF THE CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL (IQAC)
INDIAN INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY, CHH. SAMBHAJINAGAR

Dated: 7th April, 2025

Minutes of the Meeting of IQAC

A meeting of the IQAC was held in the Coordinator Cabin under the chairmanship of I/C Principal and Co-ordinator, Mr. Shahid sheikh, Indian Institute of Food Science and Technology, Chh. Sambhajinagar on 7th April, 2025 at 4.00 pm.

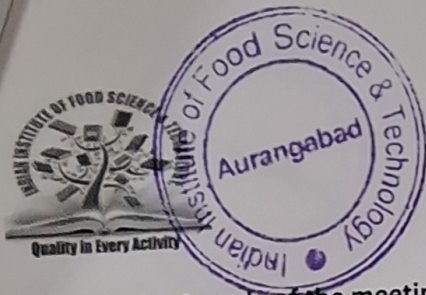
The following signed members were present in the Meeting:

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5. Prof. Massarat Shaikh, [HOD Sci. dept], Member, IQAC
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10. Mr. Ganesh Sonwane, [Exam dept] Member, IQAC
11. Mr. Vishal Gajhans, [Scholarship dept], Member, IQAC
12. Ms. Rani Raut, [General Secretary], Member, IQAC
13. Mr. Faisal Qureshi [Owner of Himroo Fabrics], Stakeholder Member, IQAC

Signature

Unsigned members could not attend the meeting due to their pre occupations as informed earlier.

Co-ordinator, IQAC tabled the Action Taken Report (ATR) of the IQAC on the decisions taken in the IQAC meeting held on 28th February 2025.



The Agenda of the meeting are:

1. Update on smooth ongoing examination, practical, external viva
2. Discuss on local inspection committee (LIC) Visit in the first week of May 2025
point to be discuss under LIC visit
 - Website updating
 - College committee's record
 - Departmental academic record
 - College development, list of Departmental chemical, equipment, furniture and consumable items records NSS Records
 - Collaboration and MOUs updates
 - Students and staff achievement records
 - The timeline gave for Record completion

Key Discussions and Decisions Made:

1. Update on Ongoing Examinations, Practical's, and External Viva

The committee reviewed the progress of current academic evaluations. It was reported that semester examinations, practical assessments, and external viva sessions are being conducted smoothly across all departments. No major issues or delays were observed. (Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Mr. Taj Tamboli)

2. Discussion on Upcoming Local Inspection Committee (LIC) Visit – First Week of May 2025

The committee held a detailed discussion regarding the institutional readiness for the LIC visit scheduled in the first week of May 2025. The following key areas were discussed and assigned for timely completion: (Action to be taken by all teaching and non- teaching staff)

•Website Updating:

All departments were directed to submit current updates regarding faculty profiles, departmental achievements, and academic activities for publication on the College's website.

•College Committees Record:

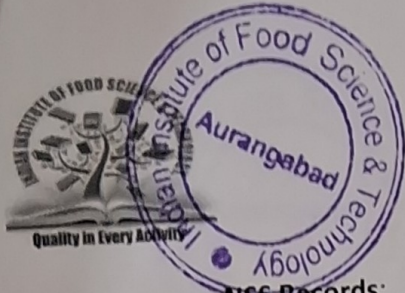
Updated documents of all active committees including formation orders, meeting minutes, attendance, and resolutions are to be compiled and submitted.

•Departmental Academic Records:

HODs must ensure updated maintenance of academic diaries, syllabus completion records, lesson plans, and student attendance records.

•College Development Records:

A consolidated list including department-wise inventory of chemicals, equipment, furniture, and consumables is to be prepared. Concerned staff were instructed to verify physical stock and update registers accordingly.



• **NSS Records:**

The NSS Coordinator is to ensure submission of reports detailing all activities conducted, along with participant data, outcomes, and photographs.

• **Collaborations and MoUs:**

All signed Memoranda of Understanding (MoUs) and collaboration records with industries, institutes/colleges, laboratories, media partners must be presented with supporting documentation.

• **Student and Staff Achievement Records:**

Departments are to compile updated records of student awards, placements, publications, competition participation as well as faculty achievements, recognitions, and publications.

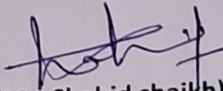
• **Timeline for Record Completion:**

A strict deadline of **25th April 2025** was agreed upon for the submission of all departmental and institutional records required for LIC scrutiny. Review will be conducted by IQAC before final presentation.

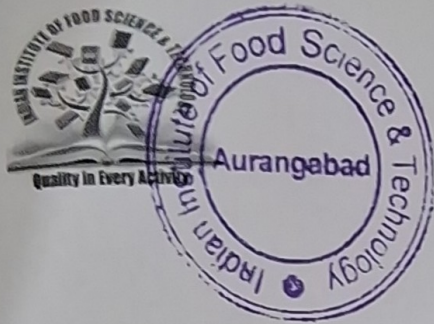
The meeting concluded with a vote of thanks to all the members for their presence and valuable suggestions

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(Mr. Shahid shaikh)
Co-ordinator, IQAC, IIFST

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Indian Institute Of Science &
Technology, Aurangabad



ACTION TAKEN REPORT [ATR]

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 7 th APRIL, 2025		
Sl. No.	RESOLUTION	REMARKS
1	Website Updating: All department submitted content updates, which were reviewed and will upload	Action under process
2	College Committees Record: Records were collected from all committees and compiled in a central IQAC file.	Action taken
3	Departmental Academic Records: Updated teaching plans, academic diaries, and attendance registers were submitted to IQAC.	Action taken
4	College Development Records: Inventory lists of chemicals, equipment, furniture, and consumables were verified and documented department-wise.	Action under process
5	NSS Records: All NSS activity reports and related documentation were submitted by the NSS coordinator.	Action under process
6	Collaborations and MoUs: A consolidated list of MoUs and partnership documents was prepared for display during LIC inspection.	Action taken
7	Student and Staff Achievements: Compilation of achievements was formatted for presentation.	Action under process

(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST
Coordinator
 Indian Institute Of Science &
 Technology, Aurangabad