



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

Dated: June 06, 2023

Minutes of the Meeting of IQAC

A newly constituted meeting of the IQAC was held in the Co-ordinator Cabin under the chairmanship of Dr. Swati Nakhale and Co-ordinator, Mr. Shahid shaikh Indian Institute of Food Science and Technology, Chh. Sambhajinagar on June 06, 2023 at 3.30 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. Prof. 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

Dr. Swati
Shahid
Rafiq
Khan Farhana
Prof. Massarat
Prof. Rita
Prof. Khan Sumaiya
Prof. Taj
Mr. Javed
Mr. Ganesh
Mr. Vishal
Ms. Ifra
Mr. Faisal
Mr. Nitish

At the outset, the chairman welcomed our special invitee local committee, stakeholders and all the members of the newly reconstituted IQAC and briefly highlighted the scope and objectives of the meeting.

The chairman then requested Mr. Shahid shaikh, Co-ordinator, IQAC to present the agenda items.

- Co-ordinator, IQAC informed that the draft format for Academic & Administrative audit to meet the requirement for NAAC assessment in the year 2023 is ready.



- Regarding the decision to collect student's feedback for teachers in online mode, Dr. Khan Farhana Mehreen briefed about the progress of the student feedback form. She informed that the program is ready and assured the committee that it would be completed
(Action to be taken by Dr. Khan Farhana Mehreen)
- Regarding the participation of the alumni in the growth of the college, Alumni Group was requested to hold a meeting tentatively by the end of June 2023.
(Action to be taken by Prof. Massarat Shaikh)
- Co-ordinator was also requested to write to all HoDs to provide employment details of the alumni to the Office of the IIFST for record keeping.
(Action to be taken by Co-ordinator, IQAC and Mr. Ganesh Sonwane)
- Co-ordinator was also requested to write to all departments to provide their activity details for updation in the IIFST website.
(Action to be taken by Co-ordinator, IQAC and Mr. Javed Patel)

The follow formats were placed for approval

- a. Student Feedback Proforma
 - b. Annual Report Proforma
- The meeting ended with vote of thanks from the Co-ordinator, IQAC.

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

(Mr. Shahid shaikh)

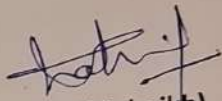
Co-ordinator, IQAC, IIFST
IQAC

Coordinator
Indian Institute Of Science &
Technology, Aurangabad



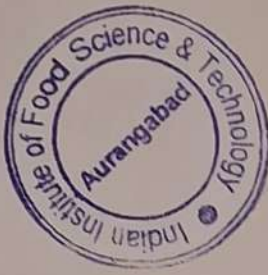
ACTION TAKEN REPORT [ATR]

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON June 06, 2023		
Sl. No.	RESOLUTION	REMARKS
1	Regarding draft format for Academic & Administrative audit to meet the requirement for NAAC assessment in the year 2023	Action Taken
2	Regarding the decision to collect student's feedback for teachers in online mode, and the progress of the student feedback form	Action Taken
3	Regarding the participation of the alumni in the growth of the college, Alumni Group was requested to hold a meeting tentatively by the end of JUNE 2023	Under process
4	Regarding employment details of the alumni to the Office of the IIFST for record keeping	Under process
5	Regarding the updation of IIFST website	Under process


(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

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: June 24, 2023

MINUTES OF MEETING OF IQAC

A meeting of IQAC was held on 24th June 2023 at 11.00am in the IQAC Co-ordinator office. At the outset, the Chairman welcomed all the members and appraised about the meeting.

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. Prof. 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

Dr. Swati Nakhale
Mr. Shahid Shaikh
Dr. Rafiq Shaikh
Dr. Khan Farhana Mehreen
Prof. Massarat Shaikh
Prof. 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 06th June 2023.



The following agenda items were placed and unanimously approved.

- It was informed that the NAAC Peer Team visit will be during the month of August 2023
- The SSR Criteria working papers/ submitted documents to be printed and kept in IQAC for NAAC Peer Team perusal during the onsite visit. (Action to be taken by Co-ordinator, IQAC and Mr. Javed Patel)
- The IQAC to be provided fund for stationary, etc for printing of SSR since the documents are voluminous. The Committee members will assist for printing and filing of papers and they will remain present during the Peer Team Visits. (Action to be taken by Co-ordinator, IQAC and Mr. Javed Patel)
- The Departments instructed to prepare slides for presentation before NAAC Peer Team visits, highlighting the Departmental profile, achievements, Alumni activities, focus on NEP, provision for slow learners, Mentor-Mentee, ICT enabled class rooms, future vision, employability and skill development, Gender diversity, ethical issues and human values, etc. (Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi Prof. Khan Sumaiya Sarfaraz and Prof. Taj Tamboli)
- However, Departments may be prepared with updated department profile for the Peer Team perusal.
- It was resolved to request the competent authority to organize a Mock Peer Team visit in the college to familiarize readiness for the ensuing Assessment and accreditation process. (Action to be taken by Co-ordinator, IQAC and Mr. Javed Patel)
- Various committees to be constituted by Competent Authority for NAAC Peer Team visits towards refreshments, interactive meetings, cultural activities, etc. (Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen and Ms. Ifra Siddiqui)
- All Departmental HOD's are instructed to simultaneously finalize the subject allotments for academic semester start in July 2023. (Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen and Prof. Rita Kirtishahi)



Since there was no other item to discuss, the meeting ended with the vote of thanks

(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

IQAC

Coordinator

Indian Institute Of Science &
Technology, Aurangabad

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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 June 24, 2023		
Sl. No.	RESOLUTION	REMARKS
1	The IQAC meeting addressed the preparation for the NAAC Peer Team onsite visit by deciding to print and compile all SSR Criteria working papers and submitted documents. These materials will be stored in the IQAC for the perusal of the NAAC Peer Team during their visit.	Action Taken
2	The meeting recognized the need for funds to cover the expenses related to printing the voluminous SSR documents. It was resolved to provide the IQAC with funds for stationery. The committee was formed to assist in the printing and filing process, and its members will be present during the Peer Team's visit	Action Taken
3	IQAC outlined to prepare for the NAAC Peer Team visit, preparing slides for departmental presentations, sensitizing students at different levels, and engaging with staff, teachers, and unions to create awareness and a positive environment for the visit	Action Taken
4	All Departmental HOD's are instructed to simultaneously finalized the subject allotments for academic semester start in July 2023	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: July 08th 2023

Minutes of the Meeting of IQAC

A meeting of IQAC was held on 8th July 2023 at 2.30 p.m. to discuss about the NAAC Peer Team Visit during 7th-8th August 2023.

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. Prof. 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

Dr. Swati Nakhale
Shahid Shaikh
Rafiq Shaikh
Khan Farhana Mehreen
Prof. Massarat Shaikh
Prof. 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

The Co-ordinator welcomed the IQAC members, the members were updated with the following:

Co-ordinator, IQAC tabled the Action Taken Report (ATR) of the IQAC on the decisions taken in the IQAC meeting held on 24th June 2023.

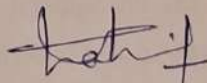
- The Annual Reports has been compiled.
- The Peer Team visit to IQAC is scheduled on 7th and 8th of August 2023 and will interact with IQAC members. The IQAC will present PPTs before the team.



- The IQAC Room (ground floor) to be ready as secretariat of the Peer Team, the same room will also be utilized for presentation of SSR files, documents before the Peer Team.
- The SSR Criterion Compilation Team will remain present on the day of Peer Team visit to IQAC and filing system to be done accordingly (with Indexing of documents).
- Peer Team visit will be followed with the celebration of Breast Feeding Week 2023
- The following Sub Committees are constituted for IQAC presentations, document compilation, and other arrangements for the Peer Team Visit. Other faculty members may be co opted for the smooth conduct of the visit.

Core Team	Presentation compilation committee
Dr. Khan Farhana Mehreen Prof. Massarat Shaikh Prof. Rita Kirtishahi Prof. Snehal wani	Mr. Javed Patel Prof. Khan Sumaiya Sarfaraz Prof. shrutika Manithe Prof. Priyanka Chavan
Hall Arrangement & Refreshment Committee	Technical committee
Mr. Vishal Gajhans Ms. Ifra Siddiqui Mrs. Lata Gadling Ms. Archana Pazade	Prof. Taj Tamboli Mr. Ganesh Sonwane

The meeting ended with a proposal of vote of thanks from the Co-ordinator IQAC.


(Mr. Shahid sheikh)

Co-ordinator, IQAC, IIFST

IQAC
Coordinator
Indian Institute Of Science &
Technology, Aurangabad


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ACTION TAKEN REPORT [ATR]

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 8 th July, 2023		
Sl. No.	RESOLUTION	REMARKS
1	Annual reports compiled	Action Taken
2	The Peer Team visit on 7 th and 8 th August 2023 and Sub-Committees performed assigned duties.	Action Taken
3	Breast feeding Week 2023 arrangements checked	Action Taken


(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

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

Dated: August 12th, 2023

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 shaikh Indian Institute of Food Science and Technology, Chh. Sambhajinagar on August 12th, 2023 at 3.30 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

Dr. Swati Nakhale
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. Ifra Siddiqui
Mr. Faisal Qureshi
Mr. Nitish Nakhale

The chairman welcomed all the members of the IQAC and congratulates all for the successful visit of NAAC Peer Team visit. The chairman then requested Mr. Shahid shaikh, Co-ordinator, IQAC to proceed for meeting agenda

Co-ordinator, IQAC tabled the Action Taken Report (ATR) of the IQAC on the decisions taken in the IQAC meeting held on 08th July 2023.



- Co-ordinator, IQAC welcomed the members of the IQAC and congratulates all for the success of NAAC assessment.
- Co-ordinator, IQAC announced about LIC [Local Inquiry Committee] visit arranged on 18th and 19th of August 2023
- Likewise, Co-ordinator, IQAC instructed and ordered for departmental documentation to get ready within the time
- The chairperson exerted upon more quality activities at IQAC level
- Including research workshops, quality framework, seminars/workshops, skill development trainings, certification programs, etc
- Other faculty members may be co opted as Activities Incharge
- Overlook at activities under IQAC during year of 2023-2024

CULTURAL ACTIVITIES	NSS ACTIVITIES	SEMINAR/ WORKSHOPS/CAMPS/FIELD TRIPS	PUBLICATIONS OF RESEARCH WORK
Fresher's Party	Flag Hoisting	Departmental workshops/ seminar/ webinar	Research Chapters
Annual day	NSS Camp visits @ adopted villages	Departmental certification courses	Research Papers
Sports week	National Nutritional Week celebration	Skill development training Programs	Research Books
Students Council Elections	World food Day celebration	Free Blood donation and Health checkup camps	Research Articles
Youth festivals	Cleaning Campaign @college and villages	Inter-college competitions and Intra-College competition	
Fashion Displays	Women's Day Celebration	Educational/ Field trips	
Farewell Party	Residential Camps @ adopted villages		
Festival celebration			
Collaborative events			



- Following are the CULTURAL ACTIVITIES to be conducted in 2023-2024 (Action to be taken by Dr. Khan Farhana Mehreen, Prof. Massarat Shaikh, Prof. Rita Kirtishahi, Prof. Snehal Wani, Prof. Priyanka chavan , Mr. Ganesh Sonwane and Ms. Ifra Siddiqui)
- Following are the NSS ACTIVITIES to be conducted in 2023-2024 (Action to be taken by Prof. Shrutika Manithe, Mr. Ganesh Sonwane, Mr. Vishal Gajhans)
- Following are the SEMINAR/ WORKSHOPS/CAMPS to be conducted in 2023-2024 (Action to be taken by Dr. Khan Farhana Mehreen, Prof. Massarat Shaikh, Prof. Rita Kirtishahi, Prof. Khan Sumaiya S.)
- Following are the PUBLICATIONS OF RESEARCH WORK to be conducted in 2023-2024 (Action to be taken by Dr. Khan Farhana Mehreen, Prof. Massarat Shaikh, Prof. Rita Kirtishahi, Prof. Khan Sumaiya S.)
- The meeting ended with vote of thanks from the Co-ordinator, IQAC.

(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
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ACTION TAKEN REPORT [ATR]

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON August 12 th 2023		
Sl. No.	RESOLUTION	REMARKS
1	Co-ordinator, IQAC instructed and ordered for departmental documentation to get ready within the time for LIC [[Local Inquiry Committee] visit	Action under process
2	Quality Activities to be exerted by IQAC cell in 2023-2024	Action under process
3	List of Activities including cultural, NSS, Seminar, Workshops, camps, Training Programs responsibility has been assigned	Action under process

(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

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: 25th October, 2023

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 at 12.30 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

[Handwritten signatures of the members listed above, including Dr. Swati Nakhale, Mr. Shahid Shaikh, and others.]

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

The chairman welcomed all the members of the IQAC at the meeting. The chairman then requested Mr. Shahid shaikh, Co-ordinator, IQAC to proceed for meeting agenda

- **Co-ordinator**, IQAC tabled the Action Taken Report (ATR) of the IQAC on the decisions taken in the IQAC meeting held on 12th August 2023.



- **Co-ordinator**, IQAC discussed about semester examination scheduled, timetables and arrangements to be finalized
(Action to be taken by Dr. Khan Farhana Mehreen and Mr. Ganesh Sonwane)
- **Co-ordinator**, IQAC Instructed about cooperatives activities with other organization agreements, tie-ups, collaboration for College Quality Enhancements

Followings are the expected Co-operative activities [REVISED] towards agreements:

Companies [food/fashion design]	Pathology/ clinical Laboratories	Hospitals [Private/ Government]	Colleges/ Universities/ Foundations/Organization
Internship /Job oriented Programs	Internship /Job oriented Programs	Internships	Expert lectures, Technology Transfer
R&D Practices	Exchange teaching and Research personnel	Health checkup camps	Research ideas exchange
Placement and training programs	Placement and training programs	Specialty camps	Joint research projects, laboratories facilities
Exchange teaching and Research personnel	Academic project research practicals	Webinars/ Expert Talks	Collaboration in academic and scientific publications, field trips
---	---	Basic life support training programs	Social and cultural programs
---	---	Pre- employment check-ups	Conferences, seminars, symposiums, skill development training programs and workshops

- IQAC chairperson and Co-ordinator announced for above agreed activities to be valid for 1 – 5 years with understanding of particular organization
- Following above **Co-operative activities** to be documented with Memorandum of Understanding [MOU] format 2023-2024
(Action to be taken by Mr. Ganesh Sonwane, Dr. Khan Farhana Mehreen, Prof. Massarat Shaikh, Prof. Rita Kirtishahi)



2. The follow format were placed for approval

a. Memorandum of Understanding [MOU] format 2023-2024

- The meeting ended with vote of thanks from the Co-ordinator, IQAC.

(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

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Coordinator
Indian Institute Of Science &
Technology, Aurangabad

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ACTION TAKEN REPORT [ATR]

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 25 th October 2023		
Sl. No.	RESOLUTION	REMARKS
1	Co-ordinator, IQAC discussed about semester examination scheduled, timetables and arrangements to be finalized	Action taken
2	Co-ordinator, IQAC Instructed about cooperatives activities with other organization agreements, tie-ups, collaboration for College Quality Enhancements	Action taken

(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

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

Dated: 16th December, 2023

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 16th December 2023 at 12.30 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

Dr. Swati

Shahid

Rafiq

Khan

Prof. Massarat

Mrs. Rita

Prof. Khan

Prof. Taj

Mr. Javed

Mr. Ganesh

Mr. Vishal

Ms. Ifra

Mr. Faisal

Mr. 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 25th October 2023.

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



- **Co-ordinator**, IQAC discussed about even Semester start with subjects allotments, timetables
(Action to be taken by Prof. Massarat Shaikh, Dr. Khan Farhana Mehreen, Prof. Rita Kirtishahi and Mr. Taj Tamboli)
- **Co-ordinator**, IQAC Instructed about implementation of NEP 2020 syllabus at PG level and discussed credentials for the same
(Action to be taken by Prof. Massarat Shaikh and Dr. Khan Farhana Mehreen)
- IQAC chairperson and Co-ordinator announced of Annual Day celebration 2023 under the theme of UNVEILING THE "ME" POWER in the month of February
- **Co-ordinator**, IQAC overlooked all the cultural acts [singing, dance, skits, fashion show walk [students and children], guest/ audience food, water, sitting arrangements Annual Day celebration 2023
[Action to be taken by all Teaching and Non- teaching staff]
- The meeting ended with vote of thanks from the Co-ordinator, IQAC.

(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

Coordinator
Indian Institute Of Science & Technology, Aurangabad

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ACTION TAKEN REPORT [ATR]

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 16 th DECEMBER 2023		
Sl. No.	RESOLUTION	REMARKS
1	Co-ordinator, IQAC discussed about even Semester start with subjects allotments, timetables and implementation of NEP 2020 syllabus and discussed credentials for the same	Action taken
2	Co-ordinator, IQAC overlooked all the cultural acts [singing, dance, skits, fashion show walk [students and children], guest/ audience food, water, sitting arrangements Annual Day celebration 2023.	Action under process

(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

**IQAC
Coordinator
Indian Institute Of Science &
Technology, Aurangabad**



- Co-ordinator, IQAC introduced the Policies making concept for different departments in order to achieve clear expectations for actions and conduct, helping ensure consistency, quality enhancement, accountability and fairness.

List of Department for Policy implementation:

1. Library
2. NSS
3. Academic departments
4. Scholarship
5. Exam department

- Activity report compilation is instructed by Co-ordinator, IQAC. (Action to be taken Prof. Khan Sumaiya Sarfaraz, Prof. Snehal Wani, Prof. Archana Pazade, Prof. shrutika Manithe)

Activities during the year 2023-24:

- I. Dr. Fashion Era – collaborative Fashion Event [Finix Media]
- II. Celebration of Breast Feeding Week and National Nutritional week 2023
- III. NSS Camp at adopted villages
- IV. Expert Talk by FDA organization
- V. Guest lectures
- VI. Workshops
- VII. Training Certified Program- MCED
- VIII. Occasional, Seasonal and Patriotic Fashion Displays
- IX. Inter and Intra- college competitions
- X. National Conference with FSTN Foundation collaboration
- XI. Earn and learn Activity- Canteen day/week
- XII. Sports week
- XIII. Student Council Elections
- XIV. Women's Day Celebration
- XV. Healthy lifestyle cooking competition in collaboration with VLCC
- XVI. Value- added course on Micronutrients in Collaboration with FSTN Foundation
- XVII. Book Published [Uncommon Food to value added product- A Comprehensive Study [Dr. Swati Nahale] ISBN- 978-81-971828-5-3

- Co-ordinator, IQAC conducted seven IQAC meetings during the reporting period for reviewing and improving quality of activities in IIFST.
- Annual Report 2023-24 of all departments were instructed to be prepare by IQAC well in time for AQAR 2023-2024 and must share details via email@ iqac.iifst@gmail.com (Action to be taken by IQAC Co-ordinator and IQAC members)
- Completed student's feedback and circulated to various departments.
- IQAC members request for FDP training program to be organized at college (Action to be taken IQAC Co-ordinator)
- Co-ordinator, IQAC instructed for credit courses initiation offline and online for students



as per NEP syllabus.

(Action to be taken Dr. Khan Farhana Mehreen)

- The meeting ended with vote of thanks from the Co-ordinator, IQAC.

The follow formats were placed for approval

- a. Department Policy Format

(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 24th MAY 2024		
Sl. No.	RESOLUTION	REMARKS
1	Co-ordinator, IQAC introduced the Policies making concept for different departments in order to achieve clear expectations for actions and conduct, helping ensure consistency, quality enhancement, accountability and fairness.	Action taken
2	Activity report compilation is instructed by Co-ordinator, IQAC	Action taken
3	Annual Report 2023-24 of all departments were instructed to be prepare by IQAC well in time for AQAR 2023-2024.	Action under process
4	Co-ordinator, IQAC instructed for credit courses initiation offline and online for students as per NEP syllabus.	Action under process

(Mr. Shahid shaikh)

Co-ordinator, IQAC, IIFST

IQAC
Coordinator
Indian Institute Of Science &
Technology, Aurangabad