



**ANJUMAN-I-ISLAM'S  
KALSEKAR TECHNICAL CAMPUS, NEW PANVEL**

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,  
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

- SCHOOL OF ENGINEERING & TECHNOLOGY
- SCHOOL OF PHARMACY
- SCHOOL OF ARCHITECTURE

Ref.: AIKTC/IQAC /2020/

27/10/2020

## NOTICE

### Sub: Internal Quality Assurance Committee (IQAC) meeting: reg...

All IQAC members are hereby informed that a Zoom meeting of IQAC will be held on **31<sup>st</sup> October 2020 (Saturday) at 4.00 pm**. All are requested to attend the meeting.

#### Agenda:

1. Read and approve the minutes of last IQAC meeting which was held on 29<sup>th</sup> March 2019.
2. To review the activities carried out during current semester of AY 2020-21.
3. To appraise submission of AQAR 2018-19 and AQAR 2019-20 submission plan.
4. To sensitize on new responsibilities assigned vide office order No: AIKTC/Admn/2020/373 Dated: 9<sup>th</sup> October 2020.
5. To present quality initiatives for A.Y 2020-21.
6. To finalize schedule of USSC and non USSC posts advertised in month of August 2020
7. To discuss and propose CDC meeting Agenda and its schedule
8. To discuss and Revise IQAC committee.
9. Any other matter with the permission of Chair.

It may be noted that the **Zoom meeting link, ID and Passcode** will be mailed to you a day before the meeting.

**(Dr. Rajendra Magar)**  
IQAC Coordinator

**(Dr. Abdul Razak Honnutagi)**  
Director



Innovative Teaching - Exuberant Learning

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AIKTC/IQAC/2020/9

10/11/2021

**Sub: Internal Quality Assurance IQAC Meeting: reg...**

Date: 31.10.2020; Time 4 pm

Venue: Zoom online platform

**MINUTES**

A meeting of IQAC was convened on Saturday, 30<sup>th</sup> October 2020 on online zoom platform at 4pm. The Meeting notice and agenda was pre-communicated vide Ref. AIKTC/IQAC/2020/08, dated 27/10/2020 to all concerned by E-mail.

**In Attendance:**

Sr No	Name	Designation	School / Department
1	Mr. Burhan Harris	Hon. Exe. Chairman	BINM
2	Dr. Abdul Razzak Honnutagi	Director	AIKTC
3	Mr. Maruti Pawar	Industrial Representative	Managing Director, Ampronic Techno Pvt Ltd
4	Dr. Kafil Mohammed	Industrial Representative	Director and CEO, Resinno Biotech pvt Ltd.
5	Dr. Rajendra Magar	IQAC Coordinator	AIKTC
6	Dr. Shariq Syed	Dean, Teacher Faculty Member	School of Pharmacy
7	Prof. Tabrez Khan	HoD, Teacher Faculty Member	Computer Engineering
8	Prof. Zakir Ansari	HoD, Teacher Faculty Member	Mechanical Engineering
9	Prof. Kaleem Syed	HoD, Teacher Faculty Member	Electrical Engineering
10	Prof. Afzal Shaikh	HoD, Teacher Faculty Member	Electronics and Telecommunication Engineering.
11	Prof. Arif Iqbal Shaikh	FE Controller, Teacher Faculty Member	Humanity and Applied Sciences
12	Prof. Atul Meshram	Teacher Faculty Member	Mechanical Engineering
13	Prof. Abusufiyan Shaikh	Teacher Faculty Member	School of Pharmacy
14	Prof. Javed Kazi	Training and placement officer	AIKTC
15	Mr. Hussain Honnutagi	Office Superintendent	Admin
16	Mr. Umesh Sharma	Parent Representative	School of Pharmacy



**Agenda points:**

1. Review and approve the minutes of the last IQAC meeting which was held on 29<sup>th</sup> March 2019.
2. To present ATR and business arising thereafter.
3. To review the activities carried out during the current semester of AY 2020-21.
4. To appraise submission of AQAR 2018-19 and AQAR 2019-20.
5. To sensitize on new responsibilities assigned vide office order  
No: AIKTC/Admn/2020/373 Dated: 9<sup>th</sup> October 2020.
6. To present quality initiatives for A.Y 2020-21.
7. To finalize the schedule of USSC and non-USSC posts advertised in the month of August 2020
8. To discuss and propose CDC meeting Agenda and its schedule
9. To discuss and Revise the IQAC committee.
10. Any other matter with the permission of the Chair.

The meeting commenced with recitation from Holy verses of Quran by Prof. Shariq Syed. Dr. Abdul Razak Honnutagi, Director, AIKTC welcome Executive Chairman, Mr. Burhan Harris, Industrial representative Mr. Maruti Pawar, parents representative Mr. Umesh Sharma and other IQAC Members. He explained the importance of IQAC which is a statutory committee and happens to be one of the most essential committees in any of the institutional functioning from where all kinds of planning related to quality initiatives takes place. Director, Dr Abdul Razak Honnutagi requested Dr. Rajendra Magar, IQAC Coordinator to proceed with the agenda.

Following Agenda points were discussed and decision were taken.

**Agenda 1:**

**Review and approve the minutes of the last IQAC meeting which was held on 29<sup>th</sup> March 2019.**

Dr. Rajendra Magar started with the agenda points which were well defined and already circulated to all. He presented the minutes of last IQAC meeting which was held on 29<sup>th</sup> March 2019. Minutes of the meeting were approved unanimously.

**Agenda 2: To present ATR and business arising thereafter.**

ATR was presented and accepted. No other matter was discussed.

**Agenda 3: To review the activities carried out during the current semester of AY 2020-21:**



Dr. Rajendra Magar presented all the activities performed during the Academic year 2020-21. He highlighted all the activities which was carried during the Lock down period. Following points were covered in his presentation related to this Agenada.

- a) Completion status of all Internal Examinations/Submission of TW/PR (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year) for the academic year 2020\_21 i.e even sem.
- b) Preparation & Release of Academic workload for ODD semester (2020-21) and time table for on line teaching.

In addition to the above points, he also presented the following various FDP/Webinars/STTPs organized at campus level.

- c) FDP on eContent Development Tools & Techniques for Effective Teaching & Learning Process from 19<sup>th</sup> May to 21<sup>st</sup> May 2020 by Mr. Bhushan Kulkarni & Mr. Eknath Kore.

**Outcome:** Equipping teachers with simple but necessary tools and technologies that empower them enormously in preparing e-Content for effective online teaching using smartphone and desktop/laptop.

- d) A Webinar on “understanding Patent and Design Registration” by Adv. Anand Mahurkar on 29<sup>th</sup> May 2020. **Outcome:** Motivated faculties towards patent filing.
- e) 7 days National Level FDP (10<sup>th</sup> June to 16<sup>th</sup> June 2020) on “Entrepreneurship, Innovation and IPR”: A way towards being successful professionals by Mr. Vijaykumar Shivpuje, Director, Patlex Business Solutions.

**Outcome:** Major insights towards Entrepreneurship, Innovation and IPR necessary for being successful professionals were delivered in the week-long FDP.

- f) A webinar on Re-defining e-Engagement in online teaching by Dr. Sunil Kute, Professor, KK Wagh College of Engineering, Nashik on 3<sup>rd</sup> July 2020.

**Outcome:** Tools for development of e-content. Micro planning by faculty to engage students in online T-Le-assessment for effective engagement of students.

- g) A webinar on NBA: “CO-PO Assessment and Attainment A case study” by Dr. Vithal Bandal Principal Government Polytechnic, Pune

**Outcome:** to understand the concept of Assessment and attainment.

- h) “NPTEL Awareness” online workshop by Dr Kamala Ramkrishanan, Ms Dhanya Anup, IIT Madras.

**Outcome:** To understand the NPTEL certification for students NPTEL mentorship program for faculties AICTE approved FDP program on 23<sup>rd</sup> July 2020.



- i) FDP on Flipped Classroom by Dr. Rajkumar Pant, Professor, IIT Bombay to know the techniques of delivering flipped classroom lectures and also the advantages of the same in engaging students were effectively demonstrated on 15<sup>th</sup> August 2020
- j) A webinar on Outcome Based Research by Dr. T. Raghavendra, Associate Professor, RV College of Engg., Karnataka Outcome Based Research with special emphasis on appropriate literature survey was demonstrated on 20<sup>th</sup> August 2020.
- k) A webinar on Strategies to Enhance Research Visibility through Emerging Profiling Tool by Dr. Shalini Lihitkar, Associate Professor, Department of Library and Information Science, RTM Nagpur University, Nagpur discussed and demonstrated on 29<sup>th</sup> August 2020
- l) Awareness on National Digital Library of India by Dr. Vighnesh Sornamohan, Chief Strategic and Outreach Officer NDLI website was demonstrated and the various methods of browsing appropriate content pertaining to study area were discussed on 5<sup>th</sup> Sept 2020.

**Dr. Shariq Sayyed**, Dean of School of Pharmacy presented various activities done at School of Pharmacy. He briefly presented multiple activities, especially the students prepared a video related to COVID awareness and multiple pilot project such as preparation of sanitizers. He also said that they had a workshop for almost a five-day workshop on entrepreneurship that was primarily headed by the School of Pharmacy, wherein they have invited an external faculty to do that. And in addition to that, he has invited many international experts from US and Malaysia, Monash University had come to do an online board to talk to students about different areas and domains.

**Prof. Raj Mhatre**, Dean of School of Architecture, talked about the academic activities for School of Architecture which were started in the first week of June 2020. He has emphasized that every month they had planned, a workshop where they brought architects from the industry to interact with not only with our students but the students from other colleges. They have started the video of the symposium, in order to get connected with other faculty members from other campus as well.

#### **4: To appraise submission of AQAR 2018-19 and AQAR 2019-20 submission plan:**

Dr. Rajendra Magar took recap on preparation of 1<sup>st</sup> Cycle of NAAC accreditation at AIKTC. He also mentioned about the importance of quality enhancement at Institute level, NAAC has made mandatory for every NAAC accredited Institute to submit the AQAR every year. The window for AQAR submission for the academic year 2018\_19 and 2019\_20 was active on NAAC portal and the last date to submission was 31st of October 2020 for AY 2018\_19 and 31st December 2020 for the AY 2019\_20



respectively. He further told that AQAR was submitted on 26th of October 2020 for the AY 2018\_19 and for AY 2019\_20 it will be submitted on or before 30th of November 2020. The AQAR report soft copy was shown to all IQAC committee members for their understanding purpose.

**5: To sensitize on new responsibilities assigned vide office order No: AIKTC/Admin/2020/373 Dated: 9<sup>th</sup> October 2020:**

Dr. Rajendra Magar had emphasized on this agenda point as every year we need to ensure that there shall be incremental increase in quality initiatives and activities to be carried at AIKTC. This will help us to upgrade the NAAC grade in subsequent cycle of accreditation. In this connection we need to sensitize various centres regarding the new responsibility assigned as per the office order which was issued on 9<sup>th</sup> October 2020. He emphasizes on the centre wise quality initiatives and activities and presented the plan how these committees shall contribute for quality infinitives. It was decided that the complete plan will be presented by IQAC team in front of Director and Chairman for necessary approval at later stage. Agenda points 5 and 6 were taken together.

**7: To finalize the schedule of USSC and non-USSC posts advertised in the month of August 2020:**

In order to go for NBA, Dr. Rajendra Magar brought to the notice the need to recruit one Professor or one Associate Professor at each Department and School level. In support of this, Director Dr. Abdul Razak Honnutagi brought to notice to all regarding the advertisement published in the month of August 2020 in this regard. IQAC team member Prof Tabrez Khan and Prof Zakir Ansari proposed to have an interview in the month of November or December 2020. Dr. Abdul Razak Honnutagi said that these proposed schedules will take necessary approval from the Management in the coming CDC meeting.

**8: To discuss and propose CDC meeting Agenda and its schedule:**

Dr. Rajendra Magar asked Prof. Afzal Shaikh to discuss and propose the CDC meeting agenda points and its schedule. Prof. Afzal Shaikh proposed the CDC meeting to be conducted on 5<sup>th</sup> or 7<sup>th</sup> November 2020 and requested Director to take necessary approval for the same. Prof. Afzal Shaikh highlighted the agenda points to be discussed in CDC meeting that are budget approval for the academic year 2021-22, change in the admission rules for all the three schools for the academic year 2020-21, introduction of new courses and its necessary permission from management to start from the academic year 2021-22.

**9: To discuss and Revise the IQAC committee:**

Dr. Rajendra Magar presented the constitution of the IQAC committee and indicated that some of the members have left and we need to replace it with the new members. The revised IQAC committee members office order should be released as early as possible. It was decided that Prof Abusufiyan will be added new IQAC member as a teaching faculty. Most of other members may remain same. Prof Raj Mhatre I/C Dean School of Architecture will be replaced Prof Swpna Joshi.



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Mr Maruti Pawar Industry representative appreciated the work done by IQAC. Hon Exe Chairman Mr Burhan Haris conveyed his sincere thanks to Industry experts and Parent representatives for attending this meeting. He also appreciated the involvement of IQAC for overall development of campus.

Meeting was concluded by giving thanking note by Prof Zakir Ansari.

Minutes of meeting was prepared and submitted for verification and approval.

(Date of submission: 02/04/2019)

Prepared by

**(Dr. Rajendra Magar)**  
Coordinator, IQAC

(Approved / Not Approved/ Approved with minor corrections/ Approved with corrections wherever necessary)

**(Dr. Abdul Razak Honnutagi)**  
Director

CC: All concerned

## IQAC Meeting Attendance

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
6742364860	DR.SHARIQ SYED's Personal Meeting Room	10/31/2020 02:48:38 PM	10/31/2020 08:38:32 PM	dean.sop@aiktc.ac.in	350	42
Name (Original Name)	User Email	Total Duration (Minutes)				
afzal		287				
syed kaleem	hod.ee@aiktc.ac.in	157				
shaheen momin	librarian@aiktc.ac.in	103				
Tabrez Khan	tabrez@aiktc.ac.in	321				
ZAKIR ANSARI	hod.me@aiktc.ac.in	279				
Atul Meshram	atulmeshram@gmail.com	104				
Maruti Pawar	connectmaruti@gmail.com	99				
Javed Kazi	javed9022@gmail.com	130				
Sarah		91				
shaheen momin		20				
Arif Iqbal	controller.fe@aiktc.ac.in	254				
Rizwan Alvi		108				
DR.SHARIQ SYED	dean.sop@aiktc.ac.in	350				
Prof. Raj Mhatre	raj.mhatre@aiktc.ac.in	256				
DR. ABDULRAZAK HONNUTAGI	director@aiktc.ac.in	233				
Dr Kafil Ahmed		43				
Hon'Exec Chairman (Lenovo)		269				
Umesh Sharma		118				
Hussain Ahmad	hussain.honnutagi@gmail.com	50				
RIZWAN ALVI	rizwan.alvi@aiktc.ac.in	16				
Rajendra Magar		300				





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Ref: IQAC/NAAC/2020/10

Date: 30<sup>th</sup> July 2021

**Action Taken Report (ATR) on the agenda points discussed in the IQAC meeting held on 30<sup>th</sup> October 2020.**

Agenda	Decision	Action Taken
To Appraise submission of AQAR 2018-19 and AQAR 2019-20 submission plan	Submission of AQAR on NAAC portal	AQAR for AY 2018-19 submitted successfully on NAAC portal on 3 <sup>rd</sup> November 2020.  AQAR for AY 2019-20 submitted successfully on 26 <sup>th</sup> November 2020.
To sensitize on new responsibilities assigned vide office order No: AIKTC/Admin/2020/373 Dated: 9 <sup>th</sup> October 2020.	Sensitisation of Responsibilities assigned to Various centres	As per responsibilities assigned to all centres mentioned in office order, it was asked to submit the action plan from all centre's controllers in line with NAAC and NBA criteria. Action plan was submitted by various centres to IQAC.
To finalize the schedule of USSC and non-USSC posts advertised in the month of August 2020	USSC Interviews not held	Due to insufficient application and lack of eligibility for the post of Professors and Associated Professors, USSC interviews were not held.
To discuss and propose CDC meeting Agenda and its schedule:	CDC meeting	CDC meeting was deferred due to unavailability of some CDC members.
To discuss and Revise the IQAC committee:	Revised IQAC team	Due to changes in responsibilities in few cases new members were incorporated in IQAC team and IQAC team is revised.

Dr. Rajendra. Magar  
IQAC Coordinator

Dr. Abdul Razak Honnutagi  
Director-AIKTC