



**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
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- SCHOOL OF ARCHITECTURE

AIKTC/IQAC /2021/1

30/07/2021

NOTICE

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

All IQAC members are hereby informed that the zoom meeting of IQAC will be held on 7th August 2021 (Saturday) at 4.00 pm. All are requested to attend the meeting.

Agenda:

- 1: Approve the minutes of IQAC meeting held on 30th October 2020 and its ATR.
- 2: Review of activities conducted in the academic year 2020-21 and Quality Initiatives to be taken in the Academic 2021-22.
- 3: To discuss on Mission Autonomy, 2nd Cycle NAAC, NBA etc.
- 4: To develop AIKTC strategic planning (2021-2026)
- 5: To discuss and Revise IQAC committee.
- 6: Any other matter with the permission of Chair.

Pl note that zoom meeting link 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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07/10/2021

AIKTC/IQAC/2021/

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

Date: 07.08.2021; Time 4 pm

Venue: Zoom online platform

MINUTES

A meeting of IQAC was convened on Saturday, 7th August 2021 in **onlinemode**, zoom platform at **4pm**. The Meeting notice and agenda was pre-communicated vide *Ref, AIKTC/IQAC /2021/1, dated 30/7/2021* to all concerned by E-mail.

In Attendance:

Sr. No.	Designation	Name
1	Management Representative	Mr. Burhan Harris (Hon. Exe. Chairman, BINM, Anjuman-I-Islam)
2	Chairperson	Director, Dr. Abdul Razak Honnutagi
3	Industry Representative	Mr. Maruti Pawar, Managing Director, Ampronic Techno Pvt. Ltd.
4	Industry Representative	Dr. Kafil Abdul Jamil Ahmed, Director & CEO, Resinno Biotech Pvt. Ltd.
5	IQAC Coordinator	Dr. Rajendra Magar, Professor and Head Civil Engineering Dept.
6	Teacher / Faculty Member	Dr Shariq Syed, Dean, School of Pharmacy
7	Teacher / Faculty Member	Prof. Raj Mhatre, Dean, School of Architecture
8	Teacher / Faculty Member	Prof. Tabrez Khan, HOD, Computer Engineering
9	Teacher / Faculty Member	Prof. Zakir Ansari, HOD, Mechanical Engineering
10	Teacher / Faculty Member	Prof. Rizwan Farade, HOD, Electrical Engineering
11	Teacher / Faculty Member	Prof. Bandanawaz K, HOD, Electronics and Telecommunication Engineering.
12	Teacher / Faculty Member	Prof. Arif Iqbal, Controller, Humanity and Applied Sciences.
13	Teacher / Faculty Member	Prof. Abusufiyan Shaikh, Assistant Professor, School of Pharmacy
14	Controller of Examination	Prof. Maruf Quadri
15	Training & Placement Officer	Prof. Javed Kazi
16	Registrar	Prof. Afzal Shaikh
17	Office Superintendent	Mr. Hussain Honnutagi
18	Librarian	Mrs. Shaheen Ansari
19	Student Representative (SoET)	Mr. Saransh S Gupta
20	Student Representative (SoP)	Mrs Neha Almas

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Vision : To be the most sought after Technical campus that others would wish to emulate.



21	Parent Representative (SoA)	Mr. Habib Ibrahim Khot
22	Parent Representative (SoET)	Mr. Nazim Shamsi
23	Parent Representative (SoP)	Dr.Mazharuddin Khan
24	Alumni Representative (SoET)	Mr. Ramzan Shaikh
25	Alumni Representative (SoET)	Mr. ArmashFankar
26	Alumni Representative (SoA)	Mr. MukbitBubere
27	Local Society Representative	Mr. Abdul Latif

Agenda points:

- 1: Approve the minutes of IQAC meeting held on 31st October 2020 and its ATR.
- 2: Review of activities conducted in the Academic Year, (AY) 2020-21 and Quality Initiatives to be taken in the AY 2021-22.
- 3: To discuss on Mission Autonomy, 2nd Cycle NAAC, NBA etc.
- 4: To develop AIKTC strategic planning for AY 2021-2026
- 5: To discuss and Revise IQAC committee.
- 6: Any other matter with the permission of Chair

The meeting commenced with recitation with prayer from Prof. Shariq Syed. Dr. Abdul Razak Honnutagi, Director, AIKTC welcome Hon. Executive Chairman, Mr. Burhan Harris, and other IQAC team 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. He briefly explained the importance of IQAC formation and also explained the difference between NAAC and NBA Accreditation. He appreciated the work done by IQAC team and also mentioned the AQAR submission work well before due date. 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: Approve the minutes of IQAC meeting held on 30th October 2020.

Dr. Rajendra Magar started with welcoming the new IQAC members and also introduced new IQAC team members. All new students and alumni representative members introduced themselves. After introduction of all new IQAC team members, Dr Rajendra Magar presented the minutes of last IQAC meeting which was held on 30th October 2021. Minutes of the meeting were approved unanimously. ATR was presented and accepted. No other matter was discussed.



Agenda2: Reviews of the activities conducted during AY 2020-21 and Quality Initiatives to be taken in the AY 2021-22.

Dr. Rajendra Magar presented all the activities performed during the AY 2020-21. He highlighted all the major activities which were carried during the AY 2020-21 and quality initiatives planned for AY 2021-22. He presented in detail the number of activities conducted during AY 2020-21 and planned during AY 2021-22 for following events.

- a) 6/5/3 days STTP/FDP organized and attended by faculty members.
- b) Number of workshops conducted for students
- c) Number of students completed certification programs
- d) Number of papers published in Journals and conferences
- e) Students' achievements and internships programs conducted.

Further he presented various training programs conducted by various Schools and also activities carried out by various centres. He presented in detail the activities conducted by Centre for Innovative teaching and Exuberant Learning (CiTEL). Dr. Shariq Sayyed, Dean of School of Pharmacy and Prof. Raj Mhatre, Dean of School of Architecture, talked about the academic activities carried out about their schools.

Agenda 3: To discuss on Mission Autonomy, 2nd Cycle NAAC, NBA etc.

Dr. Magar presented the objectives and importance of Mission Autonomy. He also emphasized on eligibility condition to become an autonomous Institute. He presented briefly the work done by IQAC team and journey of NAAC 1st cycle of accreditation. Further he emphasized on 2nd cycle of accreditation and presented the action plan for activities and events to be carried out during the AY 2021-22 and 2022-23. Director, Dr. Abdul Razak asked all students and alumni representatives about any suggestions and inputs regarding points covered by IQAC coordinator. Prof. Tabrez Khan also mentioned the importance of this action plan. Alumni representative SoA has raised concern about students' activities to be carried out. He requested that more activities and events shall be conducted for students and appreciation and recognition shall be provided to them. Director Sir clarified this point in connection with Bonhomie and convocation organized and carried out for students wherein students are appreciated and prizes are given. Hon. Executive Chairman well appreciated the work done by IQAC.



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Agenda 4: To develop AIKTC strategic planning (2021-2026):

Dr Magar presented strategic planning document preparative steps for AY 2021-2026. He mainly highlighted the important aspects like SWOC analysis, Vision and Mission, Goals and operation planning. Further Dr Shariq briefed about the process of strategic planning.

Agenda 5: To discuss and Revise IQAC committee:

As old students' representatives were graduated from their respective schools, following new students and alumni representatives added as IQAC team members. Also, parents' member representative added in IQAC team. New IQAC team members was unanimously accepted by all.

- 1: Student Representative (SoET): Mr. Saransh S Gupta
- 2: Student Representative (SoP): Mrs Neha Almas
- 3: Parent Representative (SoA): Mr. Habib Ibrahim Khot
- 4: Parent Representative (SoET): Mr. Nazim Shamsi
- 5: Parent Representative (SoP): Dr. Mazharuddin Khan
- 5: Alumni Representative (SoET): Mr. Ramzan Shaikh
- 6: Alumni Representative (SoP): Mr. Armash Fankar
- 7: Alumni Representative (SoA): Mr. Mukbit Bubere

At the end Hon Executive Chairman, Mr. Burhan Haris put his views and requested students and parents involvement in overall development of campus.

Meeting was concluded by giving thanking note by Dr Shariq Sayed.

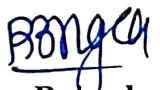
Minutes of meeting was prepared and submitted for verification and approval.

(Date of submission: 07/10/2021)

Prepared by



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


(Dr. Rajendra Magar)
Coordinator, IQAC


(Dr. Abdul Razak Honnutagi)
Director

CC: All concerned



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Ref: IQAC/NAAC/2021/

Date: 10 Nov 2021

Action Taken Report (ATR) on the agenda points discussed in the IQAC meeting held on 7th August 2021.

Agenda	Decision	Action Taken
Review of activities conducted in the academic year 2020-21 and Quality Initiatives to be taken in the Academic Year 2021-22.	Accepted by all the NAAC action plan for AY 2021-22 and AY 2022-23	Planned activities for AY 2021-22 started implementing by various centres.
To discuss on Mission Autonomy, 2 nd Cycle NAAC, NBA etc	Sensitisation of Responsibilities assigned to Various centres	The objectives of Mission autonomy and action plan brought to the notice to all controllers and concerned for effective implementation.
To develop AIKTC strategic planning (2021-2026)	Strategic planning document to be prepared.	As a head of Criteria no. 6, Dr Shariq Sayed has started the preparation of Strategic planning document for the period 2021-26
To discuss and Revise the IQAC committee	Revised IQAC team	New students and alumni representatives were introduced in IQAC team and the same has been revised.

(Dr. Rajendra Magar)
IQAC Coordinator

(Dr. Abdul Razak Honnutagi)
Director-AIKTC



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AIKTC/IQAC/2022/1

25 /05/2022

Sub: Internal Quality Assurance Cell(IQAC) Meeting: reg...

Date: 25/05/2022; Time 11.00 AM

Venue: IQAC Office

MINUTES

A meeting of IQAC was convened on Saturday, 25th May 2022 in IQAC room at **11.00 AM**. The Meeting agenda was pre-communicated vide notice AIKTC/IQAC/2022/7 dated 16/4/2022 to all concerned by e-mail.

In Attendance:

Sr. No.	Designation	Name
1	Chairperson	Director, Dr. Abdul Razak Honnutagi
2	Industry Representative	Mr. Maruti Pawar, Managing Director, Ampronic Techno Pvt. Ltd.
3	IQAC Coordinātor(Old) (Former)	Dr.Rajendra Magar, Professor & Head, Civil Engineering Department
4	IQAC Coordinator (New)	Dr. Mujib Tamboli , Assistant Professor Electronics and Telecommunication Engineering
5	Dean(Pharmacy)	Dr. Shariq Syed
6	Dean(Architecture)	Prof.Raj Mhatre
7	HOD(EXTC)	Prof.Bandanawaz
8	HOD(EE)	Dr. Rizwan Farade
9	Teacher / Faculty Member	Dr. Salman Baig, School of Pharmacy
10	Teacher / Faculty Member	Prof. Sandeepkumar Prajapati, School of Architecture
11	Teacher / Faculty Member	Prof. Dhaval Shah, Civil Engineering
12	Teacher / Faculty Member	Prof. Rizwan Sheikh, Mechanical Engineering
13	Teacher / Faculty Member	Prof. Ata ul Mustufa, Humanity and Applied Sciences.
14	Controller of Examination	Prof.Nawaz I.M.
15	Training & Placement Officer	Prof. Dada Patil
16	Registrar	Dr. Afzal Shaikh
17	Office Superintendent	Mr. Hussain Honnutagi
18	Librarian	Mr.Afaq Husain
19	Student Representative (SoP)	Ms. Neha Almas
20	Parent Representative (SoA)	Mr. Habib Ibrahim Khot



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21	Local Society Representative	Mr. Abdul Latif
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Agenda points:

- 1: To read the minutes of last IQAC meeting which was held on 7th August, 2021.
- 2: To review the activities carried out during current semester of AY 2021-22.
- 3: To appraise submission of AQAR 2020-21.
- 4: To sensitize on new responsibilities assigned vide office order No: AIKTC/Admin/2021/434 dated: 28th December, 2021.
- 5: To present quality initiatives for A.Y. 2021-22.
- 6: To discuss and Revise IQAC committee.
- 7: Any other matter with the permission of Chair

The meeting commenced with recitation from Holy verses of Quran by Dr. Salman Baig. Dr. Abdul Razak Honnutagi, Director, AIKTC welcomed Industrial representative Mr. Maruti Pawar, parents representative, local society representative, IQAC Members and other members. He explained the importance of IQAC which is a statutory committee and is one of the most essential committees in the institutional functioning from where all kinds of planning related to quality initiatives take place. Director, Dr Abdul Razak Honnutagi requested Dr. Mujib Tamboli, IQAC Coordinator to proceed with the agenda.

Following Agenda points were discussed and decisions were taken.

Agenda 1: To read and approve the minutes of last IQAC meeting which was held on 7th August, 2021.

Dr. Mujib Tamboli started with the introduction and welcome of new IQAC members. Then Dr. Rajendra Magar presented the minutes of last IQAC meeting which was held on 7th August, 2021. Minutes of the meeting were approved unanimously. ATR was presented and accepted.

Agenda 2: To review the activities carried out during current semester of AY 2021-22.



Dr. Mujib Tamboli presented all the major activities performed by various centres and departments during the AY 2021-22. He also highlighted the quality initiatives planned for 2022-23.

Dr. Shariq Syed presented a strategic planning document for 2021-26. He promised to share and involve IQAC in the strategic planning.

Agenda 3: To appraise submission of AQAR 2020-21

Dr. Rajendra Magar informed that the AQAR for 2020-21 has been submitted and accepted by the concerned authorities. It was well appreciated by all the team members.

Mr. Maruti Pawar emphasised the importance of industrial training for the students. He spoke about creating a symbiotic environment between industry and institute.

Dr. Salman Baig suggested displaying key strengths (facility and capacity) of all the departments on the institute's website as it will help to get the attention of the industry personnel which may translate into useful MoUs.

Prof. Raj Mahatre told about internship activities carried out in the school of Architecture.

Dr. Magar emphasized data collection of publications and promised to share the common template for NAAC as well as NBA.

Director Dr Abdul Razak Honnutagi has instructed to track the activities of all the centers and departments for compliance and quantify the data.

It was discussed that a tracker is required in this regard for monitoring of the centers and departments.

Agenda 4: To sensitize on new responsibilities assigned vide office order No: AIKTC/Admn/2021/434 dated: 28th December 2021:

Dr. Mujib Tamboli introduced new IQAC members. He appreciated work of the new IQAC members and emphasized on the limitation of members because of their full teaching load and their involvement in other committees. He requested to assign minimal load on new IQAC members and provide them with all the necessary logistic support for the effective working of IQAC team. He requested to share the organogram and status of IQAC for its smooth functioning.

Agenda 5: To present quality initiatives for A.Y 2021-22.

Dr. Mujib Tamboli has emphasized on this agenda point, as every year we need to ensure that there shall be an incremental increase in the quality. This will help us to upgrade the NAAC score in subsequent cycle of accreditation. In this connection meetings with controllers of various centres were held by the IQAC team and sensitized them for compliance with the planned activities.

Agenda 6: To discuss and Revise IQAC committee

Dr. Mujib Tamboli presented the reconstitution of the IQAC committee and indicated that some of the members have left from core IQAC team (*from Computer department & Electrical department*). Prof. Rizwan Shaikh requested to provide a revised list of campus level and departmental level coordinators for NAAC as many members have left the institute in short notice. The revised order needs to be released as early as possible for proceeding with NAAC related activities.

Agenda 7: Any other matter with the permission of Chair

Dr. Salman Baig requested to share research and publication-related policies.

Meeting was concluded by giving thanking note by Prof. Dhaval Shah.

(Date of submission: 01st June 2022)

Prepared by-



(Dr. Salman Baig)
IQAC Member

Reviewed by-



(Dr. Mujib Tamboli)
IQAC Coordinator

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



(Dr. Abdul Razak Honnutagi)
Director, AIKTC

CC: All concerned



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Ref.: AIKTC/IQAC/2022/ 2

Date: 10/11/2022

Action Taken Report (ATR) on the agenda points discussed in the IQAC meeting held on 25th May 2022.

Agenda	Decision	Action Taken
Review of activities conducted in 2021-22	Presented all activities performed during 2021-22 till date.	Remaining activities planned by each centre for 2021-22 need to track and comply.
Discussion on new IQAC team and the responsibilities	Introduction of new IQAC core team	Assessment of each criteria to be done by core team members
Develop AIKTC strategic planning	Strategic planning document to be prepared	Started preparing strategic planning document for 2021-26
To discuss and revise the IQAC committee	Revised IQAC team	New campus & department level coordinators were added in place of those who had left the Institute.


(Dr. Mujib Tamboli)
IQAC Coordinator


(Dr. Abdul Razak Honnutagi)
Director



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ATTENDANCE SHEET

Date: 25/05/2022

Time: 11:00 am to

Subject: IQAC Core Committee meeting.

Sr. No.	Name	Department	Signature
1.	Dr. Abdul Azrak H.	Director	
2.	Mr Manohi Pawar	Industry Represent.	
3.	Dr. Rajendra Nagar	CIVIL	
4.	Dr. Shoaib Sayed	Pharmacy	
5.	Prof. Raj Mhatre	Architecture	
6.	Prof. Dhaval S. Shah	Civil	
7)	Prof. Khan Javed M	HAS	
8)	Prof. Dada Patil	T & P cell	
9)	Prof. Rizwan. M. S. S	M. E	
10)	Hussain Honnolagi	Admin	
11)	Dr. Afzal. Shaikh	Admin	
12)	Dr. Sulman Baly	Pharmacy	
13)	Prof. Sandeepkumar P	AKTC - SOA	
14)	Neha Khan	AKTC - SOP	
15	HABIB KHAN	-	
16	Bandana wa	EXTC	
17	Afaq Hussain	Library	
18	Latif Shaikh		
19	Dr. Rizwan. Farid	EE	

