



**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

**Sub: Internal Quality Assurance Cell (IQAC) meeting AY 2024-25: reg...**

Meeting Date: 30.08.2024

Mode of Meeting: Hybrid mode

**MINUTES**

A meeting of IQAC was convened on Friday, 30 August 2024 from 3.00 pm onwards. The Meeting notice and agenda were pre-communicated vide Ref: AIKTC/IQAC/2024/02, dated 26/08/2024 to all concerned.

**In Attendance:**

Sr. No.	Name	Online /Offline	Designation
1	Mr. Burhan Harris	Online	Management Representative (Hon. Exe. Chairman, BINM, Anjuman-I-Islam)
2	Dr. Ramjan A. Khatik	Offline	Chairperson IQAC, Director- AIKTC
3	Dr. Rajendra Magar	Offline	IQAC coordinator, Dean SoET, AIKTC
4	Mr. Maruti Pawar	Online	MD, AMPTRONICS Techno Pvt. Ltd.
5	Dr. Shariq Syed	Offline	Dean School of Pharmacy, (Teacher)
6	Prof. Raj Mhatre	Offline	Dean School of Architecture, (Teacher)
7	Dr. Shaikh Abusufyan	Offline	HOD, Diploma in Pharmacy
8	Prof. Amir Siwani	Offline	Administrative officer, AIKTC
9	Prof. Tabrez Khan	On Leave	HOD, Computer Engineering (Teacher)
10	Dr. Fauwaz Parkar	Offline	HOD, Civil Engineering (Teacher)
11	Dr. Afzal Shaikh	Offline	HOD, Electrical and Computer Engineering (Teacher)
12	Prof. Bandanawaz Kotiyal	Offline	HOD, Electronics & Comp. Science Engg. (Teacher)
13	Prof. Javed kazi	Offline	HOD, Mechanical Engineering (Teacher)
14	Prof. Nawaz Motiwala	Offline	Jt Controller of Examination
15	Prof. Zakir Ansari	Offline	NBA coordinator, AIKTC
16	Prof. Arif Iqbal Shaikh	Offline	Asst. Prof. Humanities & Applied Sciences.
17	Dr. Salim Khan	Offline	Asst Professor, Computer Engineering
18	Ms. Shaheen Ansari	Offline	Librarian AIKTC



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19	Prof. Ashfaq Jamkhandikar	Offline	Training & Placement Officer
20	Mr. Ambar Quadri	Offline	Student Representative (School of Engineering)
21	Mr. Mohammad Younus	Offline	Student Representative (School of Pharmacy)
22	Mr. Afzal Mulla	Offline	Student Representative (School of Architecture)
23	Mr. Maqsood Mohammed Z. S	Offline	Parent Representative (School of Engineering)
24	Ms. Nadira Mujawar	Absent	Student Representative (School of Pharmacy)
25	Mr. Matim Mulla	Offline	Parent Representative (School of Architecture)
26	Mr. Armash Fankar	Leave in Absence	Alumni Representative (SoET)
27	Mr. Vedant Samant Bipin	Offline	Alumni Representative (SoP)
28	Mr. Mukhbit Bubere	Offline	Student Representative (School of Engineering)
29	Mr. Abdul Latif Shaikh	Leave in Absence	Local Society Representative

**Agenda points:**

- 1) Approval of minutes of the meeting (held on 30 Nov 2023) and ATR
- 2) Preparation of NAAC second Cycle 2
- 3) IQAC Initiatives for AY 2024-25
- 4) NBA Visit preparation of Civil Engineering Department
- 5) Preparedness of NBA SAR for Mechanical and Computer Engineering departments
- 6) Preparation of Convocation for passed out 2023 and 2024 batches
- 7) Any other matter with the permission of the chair

The meeting was started in hybrid mode with the permission of Mr. Burhan Harris (Hon. Exec. Chairman BINM) at 3.00 pm. Few members of IQAC joined the meeting via zoom meet online platform.

Dr. Rajendra Magar (Dean, SoET and IQAC Coordinator) initiated the meeting by welcoming all the members of IQAC. He highlighted the need and importance of IQAC and its functioning to the new joining in the IQAC.

Coordinator IQAC started the discussion as per the set agenda points as follows;

**1) Approval of minutes of the meeting (held on 30 Nov 2023) and its ATR:**

Dr. Rajendra Magar read the minutes of the meeting and ATR. The same was accepted by all the attendees. The points which were pending at the time of ATR writing are completed at the time of this meeting.





## 2) Preparation of Cycle 2 NAAC Assessment:

Dr. Rajendra Magar explained the journey of NAAC cycle 2 preparation. He expressed his gratitude all the faculties and staff involved in planning and preparation of SSR. He brought to the notice of all that we have qualified the criteria for peer team visit. NAAC has asked three dates for the same. The dates from us are being given to them are 13,14 November, 27,28 November and 18,19 December. read the minutes of the meeting and ATR. The same was accepted by all the attendees. The points which were pending at the time of ATR writing are completed at the time of this meeting. From the next day of this meeting, we will be starting peer team visit preparation.

## 3: IQAC Initiatives for AY 2024-25:

The major IQAC initiatives for the AY 2024-25 are as follows;

3.1) NAAC Cycle 2 Peer Team visit preparation;

3.2) NBA Accreditation of Computer and Mechanical Engineering programs;

3.3) International conference on Innovative Teaching and Exuberant Learning by Centre CiTeL.

3.4) International conference on AIML multidisciplinary domain INNOVATE-AI.

3.5) Technoscope 2k25 Technical Project Competition.

Dr. Magar asked Dr. Shaikh Abusufyan to brief the planning on conference by CiTeL. He stated that this conference shall be a collaborative effort involving multi country, multidomain people. Dr. Shariq is already in conversation with King Stuart University for MOU.

Dr. Salim Shaikh also added about international conference on AIML that it will be conducted in April 2025. Director Dr Ramjan Khatik recalled the suggestions of head office on planning and conduction of national and international conferences. He said last year also an international conference was conducted at AIKTC. This year also head office has asked on budget requirements. This conference shall be of great importance to the cutting-edge technologies using AIML.

## 4) NBA visit preparation of Civil Engineering department:

It was decided to apply for NBA for Civil department an application made on 29 may 2024. After qualifying prequalifies, a SAR also submitted on 22 august 2024. Few dates are recommended for NBA team visit as 17,31 January 2025, 7,28 February and 7 march 2025. Hon Exe Chairman asked to put this information in the upcoming AGM.

## 5) Applying for NBA SAR for Mechanical and Computer Engineering departments:

This academic year we are starting preparation for application to NBA for two programs. Computer Engineering and Mechanical Engineering department will be eligible for it. Dr. Magar asked HOD Mechanical on their preparation for NBA. Prof. Javed Kazi highlighted that last year also they had





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prepared SAR for a year. Now it's an ongoing process for NBA preparation with all the required criteria. We also identified the gaps and the proper filling is being done.

Dr. Magar appreciated involvement of Prof. Zakir Ansari as institutional coordinator for NBA. He explained the preparatory part of SAR submission.

**6) Preparation of Convocation for passed out 2023 and 2024 batches:**

The convocation ceremony to be planned in March or April 2025. The degree certificates of batch 2024 is still pending from university side.

**7) Any other matter with the permission of the chair:**

Mr. Burhan Harris chairman of the institute asked parent and student representative to put up their suggestions.

Mr. Yusuf General secretary suggested that every activity done at the institute should also be conveyed to students.

One of the parent representative Mr. Maqsood Shaikh shared problems faced by students doing up down from Mumbra to Panvel. Buses are less, Khandeshwar station to college. Director Dr. Ramjan Khatik said that already we have discussed with Kaif Travels for Mumbra-Panvel bus. Interested students to reach out the Kaif travels directly. A google form shall also be floated to know interested students for the journey. Few NGO also met us and to bus depot to increase the bus frequency and numbers. A team shall be formed to deal with the bus arrangement.

Dr. Magar asked Mr. Maruti Pawar for his recommendations. Mr. Maruti Pawar emphasized the value of industrial training (industry/practical expertise). Management should support this initiative. Mr. Pawar promised to always be there for the AIKTC students and shared a few of his life stories to help them develop key fundamental qualities.

Mr. Harries advised holding distinct meetings to discuss the agenda. Functional initiative was highlighted by Dr. Magar. After providing some statistics on various MOUs, Prof. Javed Kazi recommended that the number of IVs shall be increased.

Dr. Shariq Syed, Dean Pharmacy, summarized the meeting's contents and gave a vote of thanks. Hon Exe Chairamn advised keeping Mr. Maruti Pawar's motivational session. The student representatives expressed satisfaction with their affiliation with IQAC. Mr. Ambar Qadri, General Secretary of Council of Students has suggested to have plagiarism check facility for the students. IQAC coordinator said that institute already had Turnitin software and many of the PG students used it. We





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are in process to find better option. Dr. Abusufyan added that in line with the AI need in TL process that a course is being designed for AI Tools in TL and research activities. Vedant Samant-Alumni representative suggested highlighting activities on website, displays in college, awareness and publicity of value-added courses on college website as well. The suggestion was appreciated by all. As suggested by Mr. Harries Dr. Syed informed students about the President's visit to the UK to established Overseas chapter with Anjuman.

Dr. Shariq Dean School of Pharmacy summarized the meeting and informed the attendees on ongoing programs and future plans. He also presented vote of thanks.

**Minutes prepared by Prof. Arif Iqbal Shaikh. Corrected and Verified by Dr Rajendra Magar**

**(Dr. Rajendra Magar)**

IQAC Coordinator, Dean SOET



**(Dr. Ramjan A Khatik)**

Director AIKTC

CC: All concerned



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**Attendance Sheet:**  
**IQAC Meeting AY 2024-25: Date: 30 August 2024 Time; 3 pm**  
**Venue: Director Conference Room**

Sr. No.	IQAC Designation	Name	Signature
1	Management Representative (Hon Exe Chairman)	Mr. Burhan Harris	Joined Online
2	IQAC Chairperson (Director)	Dr. Ramjan Khatik	<i>[Signature]</i>
3	IQAC Coordinator (Dean SoET)	Dr. Rajendra Magar	<i>[Signature]</i>
4	Industry Representative	Mr. Maruti Pawar	Joined Online
5	Industry Representative	Dr. Kafil Abdul Jamil Ahmed	Absent
6	Teacher/Faculty Member (Dean SoP) + HOD (CD/Pharm)	Dr. Shariq Syed <i>Prof. Dr. Shaikh Abusubryan</i>	<i>[Signature]</i>
7	Teacher/Faculty Member (Dean SoA)	Prof. Raj Mhatre	<i>[Signature]</i>
8	Teacher/Faculty Member (HOD CO)	Prof. Tabrez Khan	<i>[Signature]</i> Dr. Salim Shaikh
9	Teacher/Faculty Member (HOD CE)	Dr. Fauwaz Parkar	<i>[Signature]</i>
10	Teacher/Faculty Member (HOD ECE)	Dr. Afzal Shaikh	<i>[Signature]</i>
11	Teacher/Faculty Member (HOD ECS)	Prof. Bandanawaz Kotiyal	<i>[Signature]</i>
12	Teacher/Faculty Member (HOD ME)	Prof. Javed Kazi	<i>[Signature]</i>
13	Teacher/Faculty Member (Controller FE))	Dr. Shahbaz Haque	<i>[Signature]</i>
14	Teacher/Faculty Member	Prof. Arif Iqbal Shaikh	<i>[Signature]</i>
15	NBA Institute level Coordinator	Prof Zakir Ansari	<i>[Signature]</i>
16	Teacher/Faculty Member	Prof. Sandeepkumar Prajapati	<i>[Signature]</i>
17	Administrative Officer	Prof. Amir Siwani	<i>[Signature]</i>
18	Controller of Examination	Dr. Girish B. Mahajan	<i>[Signature]</i>
19	Training & Placement Officer	Prof. Ashfaq Jamkhandikar	<i>[Signature]</i>
20	Librarian	Mrs. Shaheen Ansari	<i>[Signature]</i>



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21	Student Representative (SoET)	Mr. Ambar Quadri	<i>Mohammed</i>
22	Student Representative (SoP)	Mr. Mohammad Younus	<i>Mohammad Younus</i>
23	Student Representative (SoA)	Mr. Afzal Mulla	<i>Afzal</i>
24	Parent Representative (SoET)	Mr Maqsood Mohammed Zahoor Shaikh	<i>Maqsood</i>
25	Parent Representative (SoP)	Ms. Nadira Mujawar	<i>Absent</i>
26	Parent Representative (SoA)	Mr. Matim Mulla	<i>Matim</i>
27	Alumni Representative (SoET)	Mr. Armash Fankar	<i>Leave in absence</i>
28	Alumni Representative (SoP)	Mr. Vedant Samant Bipin	<i>Vedant</i>
29	Alumni Representative (SoA)	Mr. Mukbit Bubere	
30	Local Society Representative	Mr. Abdul Latif Shaikh	<i>Absent</i>



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**Action Taken Report (ATR) on the agenda points discussed in the IQAC meeting held on 30 AUG 2024.**

Sr. No	Agenda	Decision	Action Taken
1	Approval of minutes of the meeting (held on 30 Nov 2023) and ATR	Minute of the meeting held on 30 Nov 23 were accepted by the attendees.	Minutes of the meeting and ATR to be scanned and upload on website.
2	Preparation of Cycle 2 NAAC Assessment	Three dates for Peer Team visit to be given as 13,14 November, 27,28 November and 18,19 December	As per dates assigned preparation started. Displays and criteria files started.
3	IQAC Initiatives for AY 2024-25	<ul style="list-style-type: none"><li>• NAAC Cycle 2 Peer Team visit preparation;</li><li>• NBA Accreditation of Computer and Mechanical Engineering programs;</li><li>• International conference on Innovative Teaching and Exuberant Learning by Centre CiTeL.</li><li>• International conference on AIML multidisciplinary domain INNOVATE-AI.</li><li>• Technoscope 2k25 Technical Project Competition.</li></ul>	<ul style="list-style-type: none"><li>• Deans and Heads of various department to head the criteria for its preparation.</li><li>• Departments have already started working for SAR preparation and accreditation requirements.</li><li>• International conference is planned to be conducted in June 2025.</li><li>• International conference on AIML multidisciplinary domain INNOVATE-AI to be held in April 2025.</li><li>• Technoscope 2k25 Technical Project Competition shall be held in April May 2025.</li></ul>
4	Preparation of Convocation for passed out 2023 and 2024 batches	Convocation for 2023 & 2024 qualified batches to be held in March or April 2025.	Exam controller and team informed on its preparation. Once degrees received for all and as per date finalization with the management convocation to be held in March or April 2025.
5	Any other matter with the permission of the chair	To increase in the bus facility from Mumbra to Panvel. A google form shall be floated to get the actual need of students and accordingly bus contractor shall be contacted.	Contractor contacted and bus number has been increased.

  
(Dr. Rajendra Magar)  
Dean-SOET (IQAC Coordinator)



  
(Dr. Ramjan A Khatik)  
Director AIKTC

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