



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
Recognized by: Directorate of Technical Education, Govt. of Maharashtra, Affiliated to: University of Mumbai

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

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 Coordinator (Old) <i>(Former)</i>	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.



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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.



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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

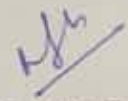
Dr. Salman Baig requested to share research and publication-related policies.


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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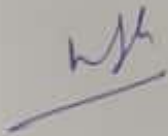
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Ref.: AIKTC/IQAC/2022/ 2

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