



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

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

Innovative Teaching - Exuberant Learning

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.

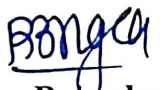
Minutes of meeting was prepared and submitted for verification and approval.

(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