

Meeting Invitation

Rajendra Magar is inviting you to a scheduled Zoom meeting.

Topic: IQAC Meeting

Time: Jun 14, 2023 02:30 PM India

Join Zoom Meeting

<https://zoom.us/j/95610167055?pwd=U0pTMmF0VzRKMFC2d00rKzllTFNYdz09>

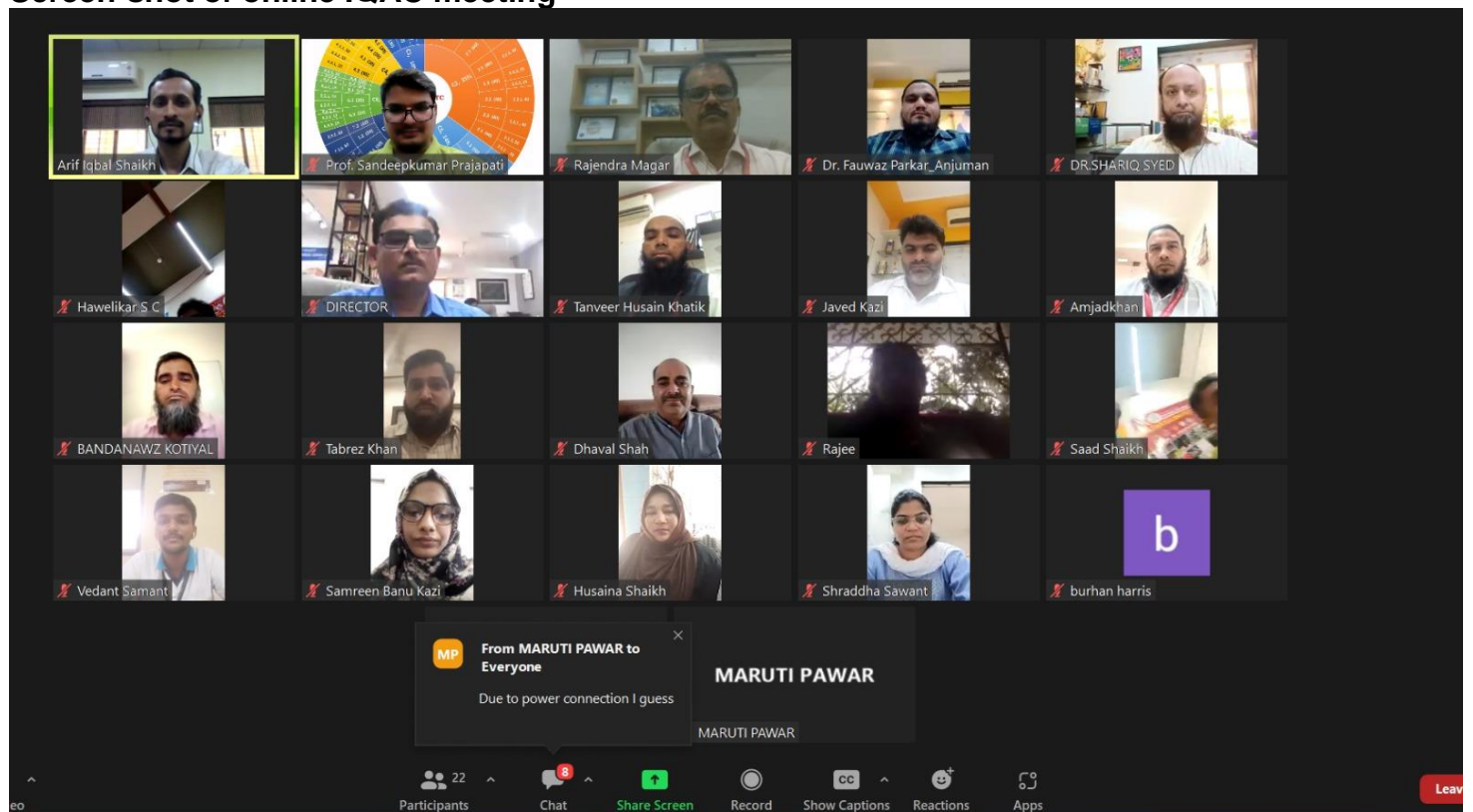
Meeting ID: 956 1016 7055

Passcode: aiktc

Meeting ID: 956 1016 7055

Passcode: 274353

Screen-shot of online IQAC meeting





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

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

Meeting Date: 14.06.2023

Mode of Meeting: Online via Zoom platform

MINUTES

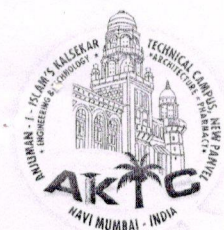
A meeting of IQAC was convened on Wednesday, the 14th of June 2023 via Zoom online platform from 2.30 pm. The Meeting notice and agenda were pre-communicated vide Ref: AIKTC/IQAC/2023/07, dated 09/06/2023 to all concerned.

In Attendance:

Sr. No.	Name	Designation
1	Mr. Burhan Harris	Management Representative (Hon. Exe. Chairman, BINM, Anjuman-I-Islam)
2	Dr. Ramjan A. Khatik	Chairperson IQAC, Director- AIKTC
3	Dr. Rajendra Magar	Jt. Chairperson IQAC, Dean Engineering AIKTC
4	Mr. Maruti Pawar	MD, AMPTRONICS Techno Pvt. Ltd.
5	Prof. Arif Iqbal Shaikh	IQAC Coordinator; Asst. Prof. Humanities & Applied Sciences.
6	Dr. Shariq Syed	Dean School of Pharmacy, (Teacher)
7	Prof. Raj Mhatre	Dean School of Architecture, (Teacher)
8	Dr. Afzal Shaikh	Registrar, AIKTC
9	Prof. Tabrez Khan	HOD, Computer Engineering (Teacher)
10	Dr. Fauwaz Parkar	HOD, Civil Engineering (Teacher)
11	Prof. Tanveer H. Khatik	HOD, Electrical Engineering (Teacher)
12	Prof. Bandanawaz Kotiyal	HOD, Electronics & Comp. Science Engg. (Teacher)
13	Prof. Javed kazi	HOD & TPO, Mechanical Engineering (Teacher)
14	Prof. Dhaval Shah	Asst. Prof. Civil Engineering (Teacher)
15	Prof. Rajee John	Asst. Prof. Humanities & Applied Sciences (Teacher)
16	Prof. Sandeepkumar Prajapati	Asst. Prof. School of Architecture (Teacher)
17	Prof. Hawelikar S C	Asst. Prof. Civil Engineering (Teacher)
18	Prof. Saad Shaikh	Asst. Prof. Mechanical Engineering (Teacher)
19	Prof. Samreen Banu Kazi	Asst. Prof. Computer Engineering (Teacher)

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20	Prof. Shraddha Sawant	Asst. Prof. Electrical Engineering (Teacher)
21	Prof. Amjad Khan	Asst. Prof. Electronics & Comp. Science Engineering (Teacher)
22	Prof. Husaina Shaikh	Parent Representative
23	Mr. Vedant Samant Bipin	Alumni Representative

Agenda points:

- 1) Approval of last minutes of the meeting and ATR.
- 2) Preparation & Submission of AQAR 2022-2023.
- 3) Preparation of Cycle 2 NAAC Assessment.
- 4) Quality Initiatives for AY 2023-2024.
- 5) Any other matter with the permission of the chair.

The meeting was started in online mode with the permission of Dr. Ramjan Khatik (Director, AIKTC & Chairman IQAC) at 2.30 pm. With the recitation of holy verses of the Quran by Prof. Saad Shaikh, (Member IQAC).

With the permission of the Director, and Dr. Rajendra Magar (Dean, SoET & Jt. Chairman IQAC), Prof. Arif Iqbal Shaikh (Coordinator IQAC) started the session by welcoming all the members of IQAC.

Mr. Burhan Harris (Management Representative, IQAC) welcomed Mr. Maruti Pawar (Industry Representative, IQAC) and appreciated his presence in the meetings and the support and collaboration with AIKTC.

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

1) Approval of minutes of the previous meeting:

IQAC Coordinator Prof. Arif Iqbal presented the Minutes of the previous meeting which was held on 25 May 2022. The minutes of the meeting along with ATR was unanimously accepted by all the members.

2) Preparation & Submission of AQAR:

The IQAC coordinator said that the AQAR is now available for the academic year 2022-23 on the NAAC portal. Immediate attention needs to be provided to this process of uploading data.

Dr. Rajendra Magar elaborated on the importance of AQAR and Accreditation. He also said, how the NAAC is mandatory by UGC and AICTE to ensure the quality initiatives taken by the HEI.

It is decided that the AQAR to be filled on or before 30th July 2023 for the academic year 2022-23.

3) Preparation of Cycle 2 NAAC Assessment:

IQAC coordinator said our NAAC cycle 1 accreditation is valid up to September 8, 2024. So, we need to initiate the process of the NAAC 2nd cycle six months before the end of NAAC cycle 1 accreditation.

So, the IIQA is to be filled by April 2024 in the Academic Year 2023-24. The SSR should be submitted within 45 Days (May-June 2024) after the submission of IIQA.

4) Quality Initiatives for AY 2023-2024:



- a) *Reintroduction of data fetching process for enhanced accountability:* IQAC coordinator introduced the new process by showing the Metric-Center- Mapping spreadsheet and real-time updating of data collection. It will be shared with all schools' criteria coordinators, centre controllers, and section heads to make the required data ready.
 - b) *Academic activity calendar:* An integrated activity academic calendar to set available may be on a spreadsheet or a website page. So, any center controller/coordinator wish to plan an activity can plan accordingly looking at the availability of students, and staff from various schools of AIKTC.
 - c) *No dues certificate:* As a quality initiative, IQAC recommended starting a new process of "NO Dues certification". IQAC coordinator explained how to make it readily available to outgoing students. This initiative will students time and speed up the process.
 - d) *Bridge the Gap Seminar:* A seminar is to be conducted by the Accounts department on different approvals and bill submission processes so as speed up the activities.
 - e) *NAAC Sponsored programs on quality themes:* IQAC shall be conducting NAAC-sponsored programs on quality themes from the next academic year.
 - f) *Periodical Conduction of Academic & Administrative Audit:* IQAC proposed on initiating periodic conduction of Academic and Administrative Audits with the Centre of Academic and Administrative Audits (CAAA).
 - g) *Enhancement of functional MoUs with Industries:* To increase collaboration with industry and to foster skill-based learning, IQAC proposes to increase the number of MOUs with important industries with the help of an institute center named Institute Industry Interaction (III).
 - h) *Centre-wise targets:* Based on the benchmarks provided by NAAC and IQAC analysis entre-wise targets shall be given to various centers of AIKTC.
- 5) Any other matter with the permission of the chair:**

The discussion was made open for all the members and stakeholders in the meeting. Dr Rajendra Magar appreciated the points. He emphasized on the conduction of NAAC-sponsored programs and the increasing of MOUs with industries.

He also instructed the IQAC to provide a center-wise target before the end of this month (June 2023) to keep things planned and focused.

He also appreciated Mr. Maruti Pawar for his support and guidance for the AIKTC.

The student representative Mr Vedant Bipin(Alumni Representative) from the School of Pharmacy, On his experience of a master's degree said that we need to increase the skill set of the student through extracurricular or co-curricular activities for the final year students, which may be in the form of the crash course.

The Dean of the School of Engineering & Technology (SOET), Dr. Magar said that we are conducting add-on programs in every branch, but the seriousness and attendance of the students in such a program are concerns. So, we need to increase the popularity of such a program among the students, and we also need to increase the frequency of such a program.

The Dean School of Pharmacy (SoP), Dr. Shariq Syed said that we need to increase such a program for the benefit of students, and also that MIT-inspired and MIT-collaborated programs will be shortly introduced in the academic year, like Terrascope for the first-year students.



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The IQAC coordinator requested Mr. Vedant Bipin to provide all possible inputs to the Dean SoP by email.

Due to some technical difficulties in the audio, Mr Maruti Pawar was not able to cite his views, he conveyed that he would provide his views about today's meeting through the telephone conversation and email.

In the concluding remarks of today's meeting, the director congratulated all the team members of IQAC and its stakeholders.

Director stressed the importance of accreditation for HEIs and the need to educate everyone about accreditation. He says that we must inculcate quality in each academic process.

The meeting was concluded with a vote of thanks by Dr. Rajendra Magar (Dean SoET).

Minutes prepared by Prof. Hawelikar S.C & Prof. Arif Iqbal Shaikh (IQAC Coordinator)

(Prof. Arif Iqbal Shaikh)

IQAC Coordinator

(Dr. Rajendra Magar)

Dean-SOET (Jt. Chairperson IQAC)



(Dr. Ramjan A Khatik)

Director AIKTC

CC: All concerned



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Action Taken Report (ATR) on the agenda points discussed in the IQAC meeting held on 14 June 2023.

Sr. No	Agenda	Decision	Action Taken
1	Preparation & Submission of AQAR 2022-2023	15 July deadline for AQAR data submission.	AQAR filling deadline extended to 30 July. Data collection started on drive.
2	Preparation of NAAC Cycle 2	Preparation for NAAC Cycle 2 to start since validity 1 cycle is till 8 sept 2024.	IQAC shall be filling IIQA for Cycle 2 in the month of April 2024 or earlier. Parallely preparing SSR.
3	Quality Initiative a) <i>Reintroduction of data fetching process for enhanced accountability</i> b) <i>Academic activity calendar</i> c) <i>No dues certificate:</i> d) <i>Bridge the Gap Seminar:</i> e) <i>NAAC Sponsored programs on quality themes:</i> f) <i>Periodical Conduction of Academic & Administrative Audit:</i> g) <i>Enhancement of functional MoUs with Industries:</i> h) <i>Centre-wise targets:</i>	a) Spreadsheet to be shared with all center controllers/sections & coordinators. b) IQAC shall be preparing and sharing with all concerned. c) No dues certificate process to change. d) A seminar to be conducted by the admin/Accounts department on a suitable date. e) Identified NAAC-sponsored programs on quality themes to be identified and conducted. f) Centre CAAA along with IQAC shall make audit parameters for administrative audit and its conduction. g) Centre Industry Institute Interaction (III) to take the lead for the same. h) Centre-wise target to be given to various centers.	a) The spreadsheet was shared with all. b) IQAC preparing Activity Calendar. c) Admin office changed the manual No Dues certificate to an online spreadsheet process. Little work for outgoing students. d) Admin shall be conducting it soon. e) IQAC shall be conducting NAAC sponsored program in AY 2023-24 onwards. f) CAAA and IQAC forming the templates for audit. g) III started the process to increase the MOUs. h) IQAC shared the SOPs and Benchmarks as targets for all the centers of AIKTC.

(Prof. Arif Iqbal Shaikh)

IQAC Coordinator

(Dr. Rajendra Magar)

Dean-SOET (Jt. Chairperson IQAC)



(Dr. Ramjan A Khatik)

Director AIKTC

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