



**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

AIKTC/IQAC/2019/ 04

Date: 28/06/2019

NOTICE

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

All IQAC member are hereby informed that the IQAC meeting will be held on 2th July 2019 at 11 am in Directors Conference room. All are requested to attend the same.

Agenda:

- 1: Pre-Term Audit for the Odd-Sem (8th July-26th October 2019)
- 2: MOCK Visit Preparation
- 3: Preparation for NAAC PEER Team Visit
- 4: Any other matter with the permission of Chair.

(Dr. Rajendra Magar)
IQAC coordinator

(Dr. Abdul Razak Honnutagi)
Director

CC: All Concerned:



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

Sr. No.	Name	Designation	Signature
1.	Mr. Bushan Habis (Hon. Ex. chairman)	Hon-Exe. chairman, BNIM, Anjuman I-Islam	
2	Dr. Abdul Razak H.	Director and Chairman I&ATC	
3.	Dr. Munir Sayyed	Vice President Reliance Jio	
4.	Mr. Abdul Latif	Local society Representative	
5.	Dr. Rajendra Magor	I&ATC co-ordinator	
6.	Prof. Syed Kaleem	DICOD EE	
7.	Prof. Afzal Shaikh	IIC HOD, ET	
8.	Prof. Tabrez Khan	IIC HOD, CO	
9.	Prof. R.A. Khatke	Principal, AIAREP	
10.	Atul N. Meshram	Asst. Professor	
11	Arif Iqbal Shaikh	FE. controller	
12.	Rizwan's Alvi	Examination coordinator	
13.	Zakir Ansoni	IIC HOD, ME	
14	Dr. MUSIB TAMBOU	Asst. Profena	
15	Mufeed Sayyed	Lecturer (ARKE)	
16	Yashra Tungekar	Student (Mechanical) B.E.	



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 Committee (IQAC) meeting:

Date: 02-07-2019

Venue: Director's Office

MINUTES

A meeting of IQAC was convened on 02/07/2019 **in the Director's Office, at 11 am.** The Agenda pre-communicated to all.

The following members attended the meeting:

Sr. No.	Name	Designation
1	Mr. Burhan Harris	Management Representative (Hon. Exe. Chairman, BINM, Anjuman-I-Islam)
2	Dr. Abdul Razak Honnutagi	Director, & Chairperson, AIKTC
3	Mr Maruti Pawar	Leave in absence
4	Dr. Rajendra Magar	IQAC Coordinator; Prof. & Head (Civil Engg.)
5	Prof. Tabrez Khan	HOD, Computer Engineering (Teacher)
6	Prof. Syed Kaleem	HOD, Electrical Engineering (Teacher)
7	Prof. Afzal Shaikh	HOD, Electronics and Telecommunication Engineering. (Teacher)
8	Prof. Zakir Ansari	HOD, Mechanical Engineering (Teacher)
9	Prof. Arif Iqbal	First Year Engineering Controller (Teacher)
10	Prof. Atul N. Meshram	Asst. Professor in Mech. Engg. (Teacher)
11	Prof. Maruf Quadri	Controller of Examinations, AIKTC
12	Prof. Afaqahmed Jamadar	Training & Placement Officer, AIKTC
13	Dr. Jamil Daud	Registrar, AIKTC
14	Mr. Hussain Honnutagi	Office Superintendent, AIKTC
15	Mrs. Shaheen Ansari	Librarian, AIKTC
16	Mr. Yusha Tungekar	Student Council Representative, AIKTC
17	Mr. Nazim Shamsi	Parent Representative
18	Mr. Mufeed Sayyed	Alumni Representative
19	Mr. Abdul Latif	Leave in Absence

Innovative Teaching - Exuberant Learning

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



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

Agenda of the meeting:

- 1: Pre-Term Audit for the Odd-Sem (8th July-26th October 2019)
- 2: MOCK Visit Preparation
- 3: Preparation for NAAC PEER Team Visit
- 4: Audit of Support section
- 5: Any other matter with the permission of Chair.

Following points were discussed and decisions were taken:

Dr. Abdul Razak Honnutagi welcomed all the members of the IQAC and requested IQAC Coordinator, Dr. Rajendra Magar, to start the meeting as per the agenda.

Dr. Rajendra Magar read out the minutes of last IQAC meeting which was held on 29/04/2019 and its action taken report. It was unanimously approved by all the IQAC members.

1. **Pre-Term Audit for the Odd-Sem:** IQAC Coordinator briefed about the, IQAC quality initiative i.e. to conduct online academic audit using our Own-Cloud facility. He further explained that this initiative shall make the academic audit process robust and ease the digitization of the academic documents. Further Prof Tabrez Khan explained in details the guidelines to conduct the cloud based academic audit particularly to course owner, and academic auditor. Unanimously it was decided to conduct cloud based academic audit between 5th July to 6th July 2019.
2. **MOCK Visit for NAAC:** In order to assess NAAC preparation and provide guidance for final peer team visit, the IQAC Coordinator suggested to go for NAAC Mock visit. IQAC team agreed for the same. Director Dr. Abdul Razak Honnutagi asked IQAC team to suggest dates for MOCK visit. It was unanimously decided to schedule the MOCK visit on 6th and 7th August. Few probable expert names were suggested by Dr Shariq, Dean School of Pharmacy. After thorough discussions it was decided to invite well-known external expert Dr. M. R Kurup as reviewer to assess our NAAC preparation and guide us for final peer team visit. It was decided to carry out MOCK visit on 6th and 7th August 2019.
3. **Preparation for NAAC PEER Team Visit:** IQAC Coordinator brought to the notice to all IQAC members about the mail received by NAAC on 25th June regarding NAAC PEER team visit. By referring mail received by NAAC Dr. Rajendra Magar told that the PEER team visit is scheduled on 21st and 22nd August 2019. Director Dr. Abdul Razak Honnutagi asked to start preparing for NAAC PEER team visit. In the same meeting various committees were formed and duties were entrusted to carry out PEER TEAM visit successfully. Also, each and every member of IQAC

Innovative Teaching - Exuberant Learning

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



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

expressed their views and confidence to carry out NAAC PEER team visit smoothly and successfully.

4. **Audit of support section:** Prof Zakir Ansari suggested to carry out audit of support section in view of forthcoming NAAC PEER visit. All IQAC members unanimously agreed for the same. It was decided to carry out the audit of support section on 20th July 2019.

Meeting was concluded by thanking each other.

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

(Date of submission: 10/07/2019)

Prepared by

(Dr. Rajendra Magar)

Co-ordinator, IQAC

(Approved / Approved with corrections wherever necessary)

(Dr. Abdul Razak Honnutagi)

Director

CC: All concerned

Innovative Teaching - Exuberant Learning

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



**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

Action Taken Report (ATR) on the points discussed in the IQAC meeting held on 4th July 2019.
Ref:

Sr. No	Decision	Action Taken
1	Pre-Term Audit for the Odd-Sem (8 th July-26 th October 2019)	Pre-Term Audit was carried out between 5 th to 7 th July 2019.
2	MOCK Visit Preparation.	NAAC preparation progress was presented by IQAC Co-ordinator and necessary compliance was done. The date was finalised as 5 th and 6 th August 2020.
3	Preparation for NAAC PEER Team Visit	Various Committees were formed both at Institute and Department level and duties were entrusted to carry out PEER team visit smoothly.
4	Audit of Support section.	Office order was released to carry out Audit of support sections on 20 th July 2020.

Dr. Rajendra .B Magar
IQAC Coordinator

Dr. Abdul Razak Honnutagi
Director- AIKTC



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

AIKTC/IQAC/2020/05

04/06/2020

NOTICE

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

This is to notify that a meeting IQAC members (online) will be held on 5th June 2020 at 11 am. All are requested to attend the same.

Agenda:

- 1: Status of Term work completion, UT Retest and OR/PR marks calculation for FE, SE and TE.**
- 2: Continuation/Discontinuation of Adhoc Faculty/Staff and Recruitment of new Faculty/staff.**
- 3: Finalization of Teaching load distribution for ODD Sem and commencement of new semester.**
- 4: New Responsibilities for various Sections.**
- 5: NBA Preparation.**
- 6: Planning to conduct Expert lectures in coming semester through online mode.**
- 7: Any other relevant matter.**

(Dr. Rajendra Magar)
IQAC coordinator

(Dr. Abdul Razak Honnutagi)
Director



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

Attendance:

Zoom Meeting

6:18:26

Speakers View

Participants (12)

Find a participant

- Anif Iqbal (Host, me)
- burhan harris
- Dr. Rajendra Magar
- DR. SHAFIQ SYED
- Tabrez Khan
- Prof. Raj Mhatre
- AFZAL SHAIKH
- Anif Iqbal
- DR. ABDULRAZAK HONNUTAGI
- DR. ABDULRAZAK HONNUTAGI
- syed kaleem
- ZAKIR ANSARI

Unmute Stop Video Security Participants 12 Chat Share Screen Record Reactions End Invite Mute All



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

AIKTC/NAAC/IQAC/MoM/

05.06.2020

Sub: Internal Quality Assurance Committee (IQAC) meeting:

Date: 05-06-2020

Venue: Director's Office

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

A meeting of IQAC was convened on 05/06/2020 in the Director's Office, at 11 am. The Agenda pre-communicated to all.

The following members attended the meeting:

Sr. No.	Name	Designation
1	Mr. Burhan Harris	Management Representative (Hon. Exe. Chairman, BINM, Anjuman-I-Islam)
2	Dr. Abdul Razak Honnutagi	Director, & Chairperson, AIKTC
3	Mr Maruti Pawar	Leave in absence
4	Dr. Rajendra Magar	IQAC Coordinator; Prof. & Head (Civil Engg.)
5	Prof. Tabrez Khan	HOD, Computer Engineering (Teacher)
6	Prof. Syed Kaleem	HOD, Electrical Engineering (Teacher)
7	Prof. Afzal Shaikh	HOD, Electronics and Telecommunication Engineering. (Teacher)
8	Prof. Zakir Ansari	HOD, Mechanical Engineering (Teacher)
9	Prof. Arif Iqbal	First Year Engineering Controller (Teacher)
10	Prof. Atul N. Meshram	Asst. Professor in Mech. Engg. (Teacher)
11	Prof. Maruf Quadri	Controller of Examinations, AIKTC
12	Prof. Afaqahmed Jamadar	Training & Placement Officer, AIKTC
13	Dr. Jamil Daud	Registrar, AIKTC
14	Mr. Hussain Honnutagi	Office Superintendent, AIKTC
15	Mrs. Shaheen Ansari	Librarian, AIKTC
16	Mr. Yusha Tungekar	Student Council Representative, AIKTC
17	Mr. Nazim Shamsi	Parent Representative
18	Mr. Mufeed Sayyed	Alumni Representative
19	Mr. Abdul Latif	Leave in Absence

Innovative Teaching - Exuberant Learning

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



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

Agenda of the meeting:

- 1: Status of Term work completion, UT Retest and OR/PR marks calculation for FE, SE and TE.
- 2: Continuation/Discontinuation of Adhoc Faculty/Staff and Recruitment of new Faculty/staff.
- 3: Finalization of Teaching load distribution for ODD Sem and commencement of new semester.
- 4: New Responsibilities for various Sections.
- 5: NBA preparation.
- 6: Planning to conduct Expert lectures in coming semester through online mode.

Minutes of Meeting

Following points were discussed and decisions were taken:

5. Dr. Abdul Razak Honnutagi welcomed all the members of the IQAC and requested IQAC Coordinator, Dr. Rajendra Magar, to start the meeting as per the agenda.
6. Dr. Rajendra Magar read out the minutes of first IQAC meeting which was held on 02/07/2019 and its action taken report. It was unanimously approved by all the IQAC members.

1. DECISIONS MADE

- 1: Status of Term work completion, UT Retest and OR/PR marks calculation for FE, SE and TE:

Dr. Rajendra Magar started with the first point of agenda to see the status of online submission of term work and conduct of improvement test for FE, SE and TE students. Prof. Tabrez khan said that the date given for the submission of term work was 10th June 2020 which seems difficult at prevailing situation. Hence, he requested to extend the dates. Prof. Zakir Ansari said about the query received from the students specially those living in Kokan region about the power failure and internet disconnection due to the current Cyclone. He further said that the students are requesting to postpone the test which was scheduled from 8th to 10th June by a week. Finally, it was decided that the term work would be accepted up to 11th June 2020 and the improvement test would be conducted from 12th June 2020 to 14th June 2020. Online submission of TW and marks allocation for viva/oral shall be completed on or before 15th June 2020. All IQAC members gave consent for the same.

- 2: Continuation/Discontinuation of Adhoc Faculty/Staff and Recruitment of new Faculty/staff:

Director Dr. Abdul Razzak Honnutagi conveyed that the management wants to give a break of one month to the Adhoc faculties. He also pointed out that their agreement ends on 20th June, 2020. He also asked all Deans and Heads of various departments to send a recommendation about which faculties/staff to continue. He also said to make two categories one those who were supposed to be

i n n o v a t i v e t e a c h i n g - e x c e l l e n t l e a r n i n g

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



continued and can resume duty after a break of one month. Second, those who were supposed to be discontinued. He said that specific remarks should be put for both the categories by the Dean/HoD. He conveyed that there would also be a one to one meeting of these adhoc faculties with the management before they join.

3: Finalization of Teaching load distribution for ODD Sem and commencement of new semester:

It was decided that the teaching load distribution should be made ready by 25/06/2020 by all the Schools and Department and faculties should be instructed to prepare content for their allotted courses. There would be audit of the contents developed by the faculty members between 20th July 20 to 31st July 20. It was discussed in the meeting that as per UGC circular tentatively the term for old students i.e for odd semesters (III, V and VII) shall begin on 1st of August 2020 and for Ist Sem it will start from 1st Sept 2020. This is the commencement of semester only for students.

4: New Responsibilities for various Sections: The centre wise new responsibility matrix was reviewed and necessary changes has been suggested by all the Heads and Dean. All the changes have been discussed in detail and accepted by Director. Further it was decided that the office order for the same would be released at the earliest. Director Dr. Abdul Razzak Honnutagi said that a separate advertisement for TPO and Registrar would be given along with the USSC advertisement of faculties. It was decided that the advertisement shall be released in the newspaper in the month of June 2020.

5: NBA Preparation: Dr. Rajendra Magar brought to the notice to enroll for the AICTE Margdarshan scheme where an institute aspiring for NBA accreditation, would be connected to a mentor institute which has already acquired NBA. He further said that we have already submitted a letter in the month of January 2020 to SVERI's College of Engineering Pandharpur as a mentor institute. After communication with them they said that they are still waiting for their confirmation from AICTE to act as mentor under this scheme. Dr. Abdul Razzak Honnutagi asked Dr. Magar to fill the form of the Margdarshan scheme of AICTE immediately. Dr. Abdul Razzak Honnutagi then asked about whether all the programs should go for accreditation or 50% of the programs should go for accreditation. He also asked Dr. Magar to know about the eligible schools and departments. In response to this Dr. Magar said that except SoP all the Engineering Departments are not eligible now and require Associate Professors, and Professors to be recruited. Dr. Abdul Razzak Honnutagi further said that the proposal for USSC interviews for the post of associate professor and professors has been approved by Mumbai University so the advertisement would be released at the earliest and the recruitment process would start. He said that we can go phase wise for NBA accreditation.



**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

6: Planning to conduct Expert lectures in coming semester through online mode: It was agreed by all IQAC members that conducting expert lectures through online mode has many advantages. Further it was decided that in forthcoming semester the mode of expert lectures preferably will be online.

Meeting was concluded by thanking each other.

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

(Date of submission: 10/06/2020)

Prepared by

(Dr. Rajendra Magar)
Co-ordinator, IQAC

(Approved / Approved with corrections wherever necessary)

(Dr. Abdul Razak Honnutagi)
Director

CC: All concerned



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

Action Taken Report (ATR) on the points discussed in the IQAC meeting held on 5th June 2020.

Sr. No	Decision	Action Taken
1	Status of Term work completion, UT Retest and OR/PR marks calculation for FE, SE and TE.	Term work was accepted up to 11 th June 2020 and the improvement test was conducted between 12 th June 2020 to 14 th June 2020. Online submission of TW and marks allocation for viva/oral was completed before 15 th June 2020.
2	Continuation/Discontinuation of Adhoc Faculty/Staff and Recruitment of new Faculty/staff.	Necessary compliance was done by all the heads and Deans of the Department and Schools.
3	Finalization of Teaching load distribution for ODD Sem and commencement of new semester.	Necessary compliance was done by all Deans and Heads regarding teaching load distribution. The commencement of Odd Semester was started from 15 th July 2020.
4	New Responsibilities for various Sections.	Necessary changes were made in new responsibility matrix and new office order was decided to release in the first week of October month.
5	NBA preparation.	As per decision taken IQAC coordinator enrolled our institute for the AICTE Margdarshan scheme. Necessary compliance was initiated regarding all NBA requirement.
6	Planning to conduct Expert lectures in coming semester through online mode.	Practice of conduction of expert lectures though online mode was initiated by all the Heads and Deans with an immediate effect.

Dr. Rajendra. B. Magar
IQAC Coordinator

Dr. Abdul Razak Honnutagi
Director- AIKTC

Innovative Teaching - Exuberant Learning

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