



**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
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- SCHOOL OF ARCHITECTURE

AIKTC/IQAC /2018/006

08/10/2018

NOTICE

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

All IQAC members are hereby informed that the IQAC meeting is schedule for Saturday, the 13th October 2018 in Director's Conference room at 3.00 pm. All are requested to attend the meeting.

Agenda:

1. Confirmation of minutes of IQAC held on 02-06-2018 and ATR.
2. To review NAAC progress.
3. To schedule submission of institution information for Quality Assurance (IIQA) and Self Study Report (SSR).\
4. To discuss on preparation of Annual Quality Assurance Report (AQAR) for the academic year 2018-19.
5. Any other matter with permission of chair.

(Dr. Rajendra Magar)
IQAC Coordinator

(Dr. Abdul Razak Honnutagi)
Director



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ATTENDANCE SHEET

Date: 13/10/2018

Time: 3 pm

Agenda: Internal Quality Assurance Committee (IQAC)

1. Brief overview of NAAC progress
2. schedule of submission of IQA and SSR
3. Reception of AAR

Sr. No.	Name	Designation	Signature
1.	Mr. Bushan Harris (Hon. Ex. chairman)	Hon-Exe. chairman, BNIM, Anjuman I-Islam	
2.	Dr. Abdul Razak H.	Director and Chairman IQAC	
3.	Dr. Munir Sayyed	Vice President Reliance JIO	
4.	Mr. Abdul Latif	Local society Representative	
5.	Dr. Rajendra Magor	IQAC coordinator	
6.	Prof. Syed Kaleem	DIC HOD EE	
7.	Prof. Afzal Shaikh	IIC HOD, ET	
8.	Prof. Tabrez Khan	IIC HOD, CO	
9.	Prof. R.A. Khatik	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. Mujib Tambay	Asst. Professor	
15.	Muhammad Sayyed	Lecturer (ARKE)	
16.	Yashra Tungkar	Student (Mechanical) B.E.	



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AIKTC/IQAC/2018/ 007

13.10.2018

Sub: Internal Quality Assurance Committee (IQAC) meeting:

Date: 13.10.2018

Venue: Director's Office

MINUTES

A meeting of IQAC was convened on 13/10/2018 in the Director's Office, at 3.00 PM. The Agenda pre-communicated vide a Notice Ref. AIKTCIQAC/Notice/2018/002, dated 11/10/2018 to all concerned by E-mail.

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	Dr. Munir Sayyad	Industry Representative , Vice President, Reliance Jio
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 Tunekar	Student Council Representative, AIKTC
17	Mr. Nazim Shamsi	Parent Representative
18	Mr. Mufeed Sayyed	Alumni Representative
19	Mr. Abdul Latif	Local Society Representative

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Agenda of the meeting:

1. To confirm minutes of IQAC meeting held on 02-06-2018 and ATR.
2. To review of progress made for NAAC preparation.
3. To discuss submission schedule of Institution Information for Quality Assurance (IIQA) and Self Study Report (SSR).
4. To discuss on preparation of Annual Quality Assurance Report (AQAR) for the academic year 2018-19.
5. Any other matter with permission of Chair.

Following points were discussed and decisions were taken:

1. 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.
2. Dr. Rajendra Magar read out the minutes of first IQAC meeting which was held on 02/06/2018 and its action taken report. It was unanimously approved by all the IQAC members.
3. Dr. Rajendra Magar presented the criteria wise details on progress of NAAC preparation as well as current status of NAAC preparation. He stated that almost 90% of the preparation work of NAAC is completed.
4. He also explained the submission stages and process of NAAC SSR. He further explained the need of opted out (Non applicable) metrics and also the importance of essential metrics and elaborated the grading system of NAAC along with institute's set target.
5. Dr. Rajendra Magar explained the significance of AQAR which would help in systematic documentation of various activities and important information related to teaching-learning process. The IQAR shall be prepared for the Academic year AQAR 2019-20 tentatively in the month of February-March 2019.
6. He suggested the initiation of IIQA registration and SSR submission dates as 12th November 2018 and 12th December 2018 respectively, and it was unanimously decided to follow these dates.
7. Dr. Munir Sayed suggested and provided useful tips for enhancing quality, as follows:
 - Value added programmes to be undertaken for imbibing life transformation skills into the students.

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- To enrich the curriculum by organizing effective and student centric industrial visits to companies like Reliance Jio, TCS etc.
 - Recommended organizing residential industrial visits, and he had promised to use his good offices to make such provisions in Reliance Jio.
 - Collaborative consultancies with the industries and one such possibility would be working in the areas of IoT, 5G, Cloud computing, Blockchain, Opensource stack, RedHat certifications, etc. in collaboration with Reliance Jio.
 - Importance of key performance indicators for individuals, systems and processes.
 - Promoting PhD holders to appropriate posts like Associate Professors and Professors, whenever become eligible so as to retain them for long term.
 - To facilitate the faculty members for acting as project owners and students as contributors for all major projects.
 - Feedback can also be video based and should be available online. Video recordings of all seminars and industry expert sessions should be maintained for sustained relationships.
 - Incubation cell which should be product based and further can be taken to theme based works such as Smart city, etc.
 - More choices in elective courses can be offered to encourage students to choose courses of their interest.
 - Concept of transferable life Skills wherein he emphasized 17 transferable life skills to be identified and worked upon.
8. Dr. Abdul Razak and all others explained about regular academic audits system at AIKTC.
 9. Reward and recognition policy for faculty and staff needs to be implemented was also suggested by Industry representative.
 10. Importance of quality of system for individuals & its improvement process and mechanism and also perspective plan for 5 Years.
 11. Use of technology and link it to community activities. Training & skill development programs shall be conducted for students to prepare them for Industry.
 12. Conducting sustainable technology sessions and maintaining visit records of eminent personalities to our campus.

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Mr. Burhan Harris appreciated NAAC coordinator and entire team of AIKTC involved in preparing towards NAAC. He also mentioned that the management of Anjuman is very keen to promote such quality initiatives and willing to provide every possible resources.

Dr. Abdul Razak thanked and appreciated Dr. Munir for sharing creative inputs although most of them being practiced positively in AIKTC, which industry representative is aware due to his long association with us. He requested all Deans and Heads to make best use of such a cooperative resource person from industry.

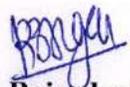
Also each and every member of AIKTC expressed their views and confidence in achieving good grade from NAAC.

Meeting was concluded by thanking each other.

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

(Date of submission: 27/10/2018)

Prepared by


(Dr. Rajendra Magar)
Co-ordinator, IQAC

✓
(Approved / Not Approved/ Approved with minor corrections/ Approved with corrections wherever necessary)


(Dr. Abdul Razak Honnutagi)
Director

CC: All concerned



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AIKTC/IQAC/ 2018/008

15/10/2018

ACTION TAKEN REPORT (ATR)

Sub: Action taken report (ATR) on IQAC meeting held on 13 October 2018: reg...

Ref.: Minutes of IQAC meeting dated 13.10.2018 vide SoET/NAAC/IQAC/MoM/2018/002

Sr. No.	Page No.	Expected action	Responsibility and Due Date	Status
01	2	Registration of IIQA	IQAC Coordinator along with all HoDs in presence of Director	In the second week of November 2018
02	2	Submission of SSR on NAAC Portal	IQAC coordinator with other HoDs and NAAC coordinator	Uploading of SSR in the second week of December 2018.
03	2	Conduction of Value added programmes	All Departments	Already being conducted & subsequently number of sessions will be increased.
04	2	Imbibing transferable life Skills	Controller HR-CARE (First week January 2019)	HR-CARE is working in the same direction for imbibing all possible transferable life skills.
05	3	Curriculum enrichment activities	HoD, CO & ET before January 2019	Six days industrial visit at Reliance Jio is planned in the third week of December.
06	3	Revision of Key Performance Indicators for individuals.	All HoDs On every Appraisal time	An appraisal system is already in existence based on key performance indicators of individuals
07	3	Promoting PhD holders to appropriate posts like Associate Professors and Professors.	Institute's Recruitment team in consultation with Admin	Recruitment to various posts like Professors and Associate Professor is under process including promotion of internal eligible candidates.
08	3	Facilitating faculty members for acting as project owners	All HoDs	Already implemented with project diary and regular meeting between faculty members and students.
09	3	Video based feedback	All HoDs	Few video based feedback taken. Effective implementation of video feedback shall be in place along with required set procedure, which will be defined in the forthcoming semester.
10	3	Product based & Theme based Incubation cell.	IQAC Coordinator with Controller (CIIP) & HoDs	Departmental Incubation cell is in place, however product based institute level incubation cell will be established soon.
11	3	More choices for elective courses	All HoDs	As per University curriculum, all the elective courses are provided as choices to all the students.
12	3	Reward and Recognition policy	All HoDs in consultation with	Institute already have existing policy for promoting faculty and students for attending

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Sr. No.	Page No.	Expected action	Responsibility and Due Date	Status
			Director	conferences and seminars. However in the forthcoming semester of 2018-19, more recognition & reward policies shall be worked out.
13	3	Perspective Plan for 5 Years	IQAC Coordinator with HoDs & Controllers.	Perspective plan including short term and long term will be ready at the end of December 2018.
14	3	Technology and linking it to Community activities	Coordinators of CSINSS	Successfully registered for Unnat Bharat Abhiyan. The institute has registered for Smart Campus Cloud Network (SCCN).
15	3	Conducting sustainable technology sessions	All HODs and IQAC Coordinator	Will be initiated effectively in forthcoming Semester.

(Dr. Rajendra.B Magar)
Professor & Head and IQAC Coordinator

(Dr. Abdul Razak Honnutagi)
Director, AIKTC



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AIKTC/IQAC/2019/01

Date: 28/01/19

NOTICE

With reference to the IIQA acceptance by NAAC, this is to inform you that the IIQA has been accepted based on the condition that we are applying as an institute and not as school of Engineering and Technology. In this regard there is a requirement to revise the IQAC committee. You are therefore requested to attend a meeting in this regard in the Director's office on 2nd Feb 2019 at 11:00 a.m.

Agenda: Formation of Revised IQAC.


(Dr. Rajendra Magar)
IQAC coordinator


(Dr. Abdul Razak Honuttagi)
Director



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ATTENDANCE SHEET

Date: 02/02/2019

Time: 11.00 am

Agenda: - Formation of Revised IQAC -

Sr. No.	Name	Designation	Signature
1.	Dr. Abdur Razak H.	Director	
2.	Dr. Rajendra Magar	HOD civil	
3.	Dr. Sharif Syed.	1/c Dean, SOP	
4.	prof. ZAKIR ANJAN	I/c HOD, ME	
5.	Prof. Tabrez Khan	I/c HOD, CD	
6.	Prof. Shaikh Afzal.	I/c HOD, ET.	
7.	Prof. Syed Kaleem	J/c HOD, EE	
8.	Prof Savayna Jashi	H/c Dean SOA	
9.	Prof Asif Jabal	First year Controller	
10.	Prof Atul Aashima Meshram	NBA-co-ordinator	
11.	Prof Masuf Quadri	Controller of Examination	
12.	Prof Afaz Jumaradar	Training & Placement office	
13.	Dr. Jamil Daud	Registrar	
14.	Mrs Shaheen Ansari	Librarian	
15.	Mr. Hussein H.	Office superintendent	
16.			



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AIKTC/IQAC/2019/02

04/02/2019

Sub: Revised formation of Internal Quality Assurance Cell (IQAC)

Venue: Director's Office

MINUTES

This meeting was convened by Director for the **revised formation of Internal Quality Assurance Cell (IQAC)** as per NAAC recommendation during IQA acceptance. The meeting was scheduled on 02/02/2019 in Director's office at 11 am. Following members attended the meeting.

Sr. No.	Name	Designation
1	Dr. Abdul Razak Honnutagi	Director
2	Dr. Rajendra B. Magar	Professor and HOD, Civil Engineering
3	Dr Shariq Syed	Dean, School of Pharmacy
4	Prof Swapna Joshi	Dean, School of Architecture
5	Prof. Tabrez Khan	HOD, Computer Engineering
6	Prof. Syed Kaleem	HOD, Electrical Engineering
7	Prof. Afzal Shaikh	HOD, Electronics and Telecommunication Engineering
8	Prof. Zakir Ansari	HOD Mechanical Engineering
9	Prof. Arif Iqbal	First year Controller
10	Prof. Atul N. Meshram	NBA Co-ordinator
11	Prof. Maruf Quadri	Controller of Examinations
12	Prof. Afaqahmed Jamadar	Training & Placement Officer
13	Dr. Jamil Daud	Registrar
14	Mrs. Shaheen Ansari	Librarian
15	Mr. Hussain Honnutagi	Office Superintendent

Agenda of the meeting: Revised formation of Internal Quality Assurance Cell (IQAC)

Following points were discussed and decisions were taken:

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- Meeting started with welcome note by Director Dr. Abdul Razak Honnutagi followed by highlighting the recommendations of NAAC during the IIQA acceptance.
- Stakeholders including students, alumni, industry representatives and parent representative were suggested by IQAC Co-ordinator, Deans and HODs.
- It was discussed and unanimously decided that the IQAC should be revised in the light of recommendation by NAAC to include Pharmacy and Architecture programs and to apply as one institute.
- Deans have suggested representatives from Industry, Alumni and Parent to be included in the revised IQAC.
- IQAC Co-ordinator shall send the invitation letters to all new members of the IQAC.

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 Swapna Joshi, Dean, School of Architecture
8	Teacher / Faculty Member	Prof. Tabrez Khan, HOD, Computer Engineering
9	Teacher / Faculty Member	Prof. Syed Kaleem, HOD, Electrical Engineering
10	Teacher / Faculty Member	Prof. Afzal Shaikh, HOD, Electronics and Telecommunication Engineering.
11	Teacher / Faculty Member	Prof. Zakir Ansari, HOD, Mechanical Engineering
12	Teacher / Faculty Member	Prof. Arif Iqbal, First year Engineering Controller
13	Teacher / Faculty Member	Prof. Atul N. Meshram
14	Controller of Examination	Prof. Maruf Quadri
15	Training & Placement Officer	Prof. Afaqahmed Jamadar

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16	Registrar	Dr. Jamil Daud
17	Office Superintendent	Mr. Hussain Honnutagi
18	Librarian	Mrs. Shaheen Ansari
19	Student Council Representative	Mr. Yasir Kazi
20	Parent Representative (SoET)	Mr. Nazim Shamsi
21	Parent Representative (SoP)	Mr. Umesh Sharma
22	Alumni Representative (SoET)	Mr. Mufeed Sayyed
23	Alumni Representative (SoA)	Ms. Sarah Giniwale
24	Local Society Representative	Mr. Abdul Latif

Meeting was concluded with vote of thanks by the Director.

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

(Date of submission: 04.02.2019)

Prepared by



(Approved / Not Approved/ Approved with minor corrections/ Approved with corrections wherever necessary)

(Dr. Rajendra Magar)
IQAC Co-ordinator

(Dr. Abdul Razak Honnutagi)
Director

CC to: All concern

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AIKTC/IQAC/2019/08

25/03/2019

NOTICE

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

All IQAC members are hereby informed that the IQAC meeting will be held on 29th March 2019 in Director's Conference room at 2.30 pm. All are requested to attend the meeting.

Agenda:

1. Confirmation of Minutes of last IQAC meeting held on 13/10/2018.
2. To discuss on Action Taken Report (ATR).
3. To review NAAC progress.
4. To seek approval for Mock visit schedule for NAAC.
5. To discuss on Cloud based Departmental Repository as a Quality initiative.
6. To schedule Term End Audit.
7. Any other matter with permission of Chair.

(Dr. Rajendra Magar)
IQAC Coordinator

(Dr. Abdul Razak Honnutagi)
Director



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Ref.: AIKTC/IQAC/2019/

08.04.2019

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

Date: 29.03.2019

Venue: Director's Office

MINUTES

A meeting of IQAC was convened on Friday, the 29th March 2019 in the Director's Office at 2.30 PM. The Meeting notice and agenda was pre-communicated vide Ref. AIKTC/IQAC/2019/08, dated 25/03/2019 to all concerned by E-mail.

In Attendance:

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	MD, AMPTRONICS Techno Pvt. Ltd.
4	Dr. Kafil Abdul Jamil Ahmed	Director and CEO, Resinmo Biotech Pvt. Ltd.
5	Mr. Abdul Latif	Local Society Representative
6	Dr. Rajendra Magar	IQAC Coordinator; Prof. & Head (Civil Engg.)
7	Prof. Tabrez Khan	HOD, Computer Engineering (Teacher)
8	Prof. Syed Kaleem	HOD, Electrical Engineering (Teacher)
9	Prof. Afzal Shaikh	HOD, Electronics & Telecom. Engg. (Teacher)
10	Prof. Zakir Ansari	HOD, Mechanical Engineering (Teacher)
11	Prof. Arif Iqbal	First Year Engineering Controller (Teacher)
12	Prof. Atul N. Meshram	Asst. Professor in Mech. Engg. (Teacher)
13	Prof. Maruf Quadri	Controller of Examinations, AIKTC
14	Prof. Javed Kazi	Jt. Training & Placement Officer, AIKTC
15	Dr. Jamil Daud	Registrar, AIKTC
16	Mr. Hussain Honnutagi	Office Superintendent, AIKTC
17	Mrs. Shaheen Ansari	Librarian, AIKTC
18	Mr. Yasir Kazi	Student Council Representative, AIKTC
19	Mr. Nazim Shamsi	Parent Representative
20	Mr. Mufeed Sayyed	Alumni Representative

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The meeting commenced with recitation of verses from Holy Quran by Prof. Zakir Ansari. Hon. Exe. Chairman, Mr. Burhan Harris asked Director Dr. Abdul Razak Honnutagi to commence the meeting. With welcome note, Dr. Abdul Razak Honnutagi introduced the Industry Representative and Parent Representative. He also shared the need of NAAC and NBA for the institutions stating its benefits. Director further appreciated the work done by the IQAC team and asked IQAC coordinator to start the meeting as per Agenda.

Agenda 1: To confirm Minutes of last IQAC meeting held on 13-10-2018.

Minutes of the meeting held on October 13, 2018 were confirmed as having been recorded correctly.

Agenda 2: To present ATR and business arising thereafter.

ATR was presented and accepted. No other matter was discussed.

Agenda 3: To review progress made for NAAC preparation.

IQAC Coordinator made a presentation highlighting Mission and Vision of the institution justifying the need for NAAC and NBA and also Direct and Indirect benefits of NAAC to stakeholders. He also explained the difference between NAAC and NBA and briefed about the seven criteria of NAAC. He briefed about the role of IQAC for Quality enhancement and substances to the Institute. He explained in detail the work done by IQAC members and NAAC Coordinators as on date.

Agenda 4: To seek approval of MOCK visit schedule.

IQAC Coordinator explained the quantum of work done till NAAC SSR submission. IQAC coordinator suggested for holding two NAAC MOCK visits to know the preparation completed so far and work to be done before NAAC peer team visit. He suggested to conduct MOCK on 15th and 16th April 2019, and it was unanimously accepted. The NMIMS team should be called for the first Mock visit followed by Second MOCK visit after the DVV (Data Verification and Validation) work is completed by the NAAC.

Agenda 5: To discuss the cloud based Departmental repository as a Quality initiative.

Cloud based Departmental Repository work was presented by Prof. Zakir Ansari.

He elaborated the functioning of Repository and its need. Further Prof. Tabrez Khan discussed about GUI based cloud access. He also mentioned that Department can upload the common formats



and procedures of different committees available to all the faculties, so that they can use whenever they need the information.

Librarian Mrs. Shaheen Ansari also highlighted the Institution Repository already developed using D-Space and KOHA. She suggested to use the existing single repository for the whole institute rather than having alternative Repository Department wise. It was further decided by Dr. Abdul Razak to have a separate meeting with him for detailed discussions soon to arrive at common conclusion.

Agenda 6: To Schedule the term End audit

IQAC coordinator elaborated the Academic audit formats which is being implemented in all the programs as a quality initiative. He also discussed various parameters which are covered in Pre-term, Mid-Term and Post-Term audit. Post Term audit is decided to be scheduled on 18th and 20th April 2019.

Agenda 7: Any other matter with the permission of Chair

Hon. Exe. Chairman requested Industry, Local, Parent and Alumni representatives to express their views.

Mr. Maruti Pawar MD, AMPTRONICS Techno Pvt. Ltd. elaborated his work profile. Mr. Maruti Pawar highlighted important missing links between Institute and Industry and handed over a compiled manual for students i.e. "Being more than a B.E" so as to make them highly relevant to industry. He further added that instead of Success stories, the Struggle stories shall be shared amongst the students.

In the light of Institutional/Departmental Repository discussion held amongst various faculty members, Mr. Abdul Latif, Local Society Representative, emphasised on the brain storming and discussion sessions among staff rather than discussing in the meeting. He also suggested having proper reward mechanism for faculties for doing good work. He also expressed his expectation that participation of more number of students should be encouraged in such type of meetings.

In reply to this, Director Dr. Abdul Razak Honnutagi elaborated that we have established full-fledged HR-CARE for Students' guidance and soft skills training. He also mentioned that faculty development programs are conducted regularly. He also mentioned about the importance of 30 various centres/groups working in different areas.



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Hon. Ex. Chairman appreciated the quantum of work done by IQAC team and he further added that the improvement found in faculties regarding quality initiatives should also be presented in the next meeting. Mr. Yasir Kazi, General Secretary of Students' Council, also suggested for inviting more number of students for such type of meetings.

Meeting was concluded by thanking note by Prof Zakir Ansari.

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

(Date of submission: 02/04/2019)

Prepared by

(Dr. Rajendra Magar)

Coordinator, IQAC

✓
(Approved / Not Approved/ Approved with minor corrections/ Approved with corrections wherever necessary)

(Dr. Abdul Razak Honnutagi)

Director

CC: All concerned



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Action Taken Report (ATR) on the points discussed in the IQAC meeting held on 29 March 2019.

Sr. No	Decision	Action Taken
1	Minutes of last IQAC meeting held on 13-10-2018	Minutes of the meeting held on October 13, 2018 were confirmed.
2	Progress made for NAAC preparation.	NAAC progress presented by IQAC Co-ordinator and necessary compliance was done.
3	Approval of Mock Visit Schedule	Available options were discussed and finally Mock visit is scheduled on 15 and 16 April 2019.
4	Cloud based Departmental Repository as a Quality Initiative.	Cloud based Departmental Repository was implemented using owncloud and was presented with a proper storage structure and decided to roll out with required credentials and storage quota to all faculty and staff.
5	Schedule Term End Audit	Post/End Term audit with all required formats were presented and the audit is scheduled on 18 to 20 April 2019.

Dr. R.B Magar
IQAC Coordinator

Dr. Abdul Razak Honnutagi
Director- AIKTC