



**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

Ref: AIKTC/IQAC/2023/15

17/11/2023

**NOTICE**  
(1<sup>st</sup> IQAC Meeting AY 2023-24)


All the members of the Internal Quality Assurance Cell are hereby informed that an IQAC meeting has been scheduled for 30 November 2023 at 2:30 pm.


**Agenda Points:**


- 1) Approval of minutes of the meeting(held on 14 June 2023) and ATR
- 2) Status of Submission of AQAR 2022-2023
- 3) Preparation of Cycle 2 NAAC Assessment
- 4) Conduction of Alumni Meet
- 5) To decide on an action plan for maximum enrolment for NPTEL courses
- 6) Planning of FDPs, and STTPs by various schools and departments
- 7) Academic calendar & Activity Calendar for even semester 2023-24
- 8) Any other matter with the permission of the chair

All the members of the IQAC are requested to join the meeting and give their important inputs.



  
Prof. Arif Iqbal Shaikh  
(IQAC Coordinator)

  
Dr. Rajendra Magar  
(Jt chairman IQAC)

  
Dr. Ramjan A. Khatik  
(Chairman IQAC, Director AIKTC)

**Innovative Teaching - Exuberant Learning**  
Vision : To be the most sought after Technical campus that others would wish to emulate.



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MEETING ATTENDANCE SHEET

MEETING TITLE: 1<sup>st</sup> IQAC Meeting AY 2023-24 DATE: 30/11/23  
AGENDA/NOTICE REFERENCE: AKTC/IQAC/2023/15

Sr. No	IQAC Member's Name	Designation	Signature
1	Mr. Burhan Harris	Dem. Exec Chairman	-Online-
2	Dr. Ramjan A. Khatik	Director AICTE	
3	Mr. Maruti Pawar	Industry Representative	-Online-
4	Dr. Rajendra Magar	Dean - So E.T. Jt Chairman IQAC	
5	DR. SHARIQ SYED	Dean SOP (Pharmacy)	
6	Prof. Raj Mhatre	Dean SDA (Architecture)	
7	Dr. Afzal Sheikh	HOD, EE	
8	Prof Javed Kazi	1/c HOD, ME & TPO	
9	Prof. Bhandanwar	1/c H.O.D. E.U.	
10	Prof. Sandeep Kumar P	Asst. Professor AICTE - SDA	
11	Asst. Prof. Shradha Sawant	Assistant Professor EE Department	
12	Rajee John	Asst. Prof (HNS)	
13	Hawelkar S.C	Asst. Prof (Civil)	
14	Prathamesh P. Gawade	Asst. Prof (CE) NAAC Inst level co-ord (CT-2)	
15	Saad Shaikh	Asst Prof (ME) Member IQAC	
16	Prof. Amjad Khan	Asst. Prof. CECS Member of IQAC	

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Sr. No	IQAC Member Name	Designation	Signature
17	Prof. Zakir Ansari	IQAC member	
18	Prof. Mohini Baile	IQAC member	
19	Aspak Shaikh	IT Support	
20	Dr. Fauwaz Parkar	I/c HoD, Civil Engg	
21	Mr. Jiwari Amarjeet Ramesh	student rep.	
22	Mr. Vedant Bipin Samant	Alumni rep (SOP)	
23	Adnan Sulaiman	Student rep. SOE	
24	Prof. Tabrez Khan	I/c HoD, CO	
25	Prof. Asif Iqbal Shaikh	IQAC Coordinator	
26	Mr. Ateeb Deshmukh	Students rep. SOA	- Online -
27	Mr. Mukbit Bubere	Students <sup>Alumni</sup> representative	- Online -
28	Dr. Girish B. Mahajan	COE	
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**Sub: Internal Quality Assurance Cell (IQAC) meeting: reg...**

Meeting Date: 30.11.2023

Mode of Meeting: Hybrid mode

**MINUTES**

A meeting of IQAC was convened on Wednesday, the 30<sup>th</sup> November 2023 from 2.30 pm. The Meeting notice and agenda were pre-communicated vide Ref: AIKTC/IQAC/2023/15, dated 17/11/2023 to all concerned.

**In Attendance:**

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

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20	Prof. Samreen Banu Kazi	Offline	Asst. Prof. Computer Engineering (Teacher)
21	Prof. Shraddha Sawant	Offline	Asst. Prof. Electrical Engineering (Teacher)
22	Prof. Amjad Khan	Offline	Asst. Prof. Electronics & Comp. Science Engineering (Teacher)
23	Prof. Husaina Shaikh	Absent	Parent Representative
24	Mr. Vedant Samant Bipin	Offline	Alumni Representative
25	Mr. Tiwari Amarjeet Ramesh	Offline	Student Representative (School of Pharmacy)
26	Mr. Adnan Suleman	Offline	Student Representative (School of Engineering)
27	Mr. Ateeb Deshmukh	Online	Student Representative (School of Architecture)
28	Mr. Mukhbit Bubere	Online	Alumni Representative
29	Mr. Ashpak Shaikh	Offline	IT Support

**Agenda points:**

- 1) Approval of minutes of the meeting (held on 14 June 2023) and ATR
- 2) Status of Submission of AQAR 2022-2023
- 3) Preparation of Cycle 2 NAAC Assessment
- 4) Conduction of Alumni Meet
- 5) To decide on an action plan for maximum enrolment for NPTEL courses
- 6) Planning of FDPs, and STTPs by various schools and departments
- 7) Academic calendar & Activity Calendar for even semester 2023-24
- 8) To finalize the Vision and Mission of IQAC-AIKTC.
- 9) Any other matter with the permission of the chair

The meeting was started in hybrid mode with the permission of Dr. Ramjan Khatik (Director, AIKTC & Chairman IQAC) at 2.30 pm. Few members of IQAC joined the meeting via zoom meet online platform. 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.

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

**1) Approval of minutes of the meeting (held on 14 June 2023) and ATR:**

Prof. Arif Iqbal Shaikh read the minutes of the meeting and ATR. The same was accepted by all the attendees. The approval of the NAAC sponsored seminar is still pending from NAAC office. The seminar was expected to be held on 3<sup>rd</sup> February 2023. Also, the centres were given targets as per the benchmarks given by NAAC. Dr. Magar- Dean SOET said the academic audit is completed effectively, on time, and in the format specified. Registrar added that the audit of administrative section is going on.

**2) Status of Submission of AQAR 2022-2023:**

The submission of AQAR work is still going on and that will be completed by December 2023. There are very few metrics that are pending from departmental coordinators and that needs to be processed for AQAR uploads.



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**3) Preparation of Cycle 2 NAAC Assessment:**

As NAAC cycle 1 certification about to expire, a meeting on microplanning is to be scheduled between 15 to 20 January 2024. IQAC second meeting of the academic year to be kept in the month of March 2024.

**4) Conduction of Alumni Meet:**

An alumni meet is to be conducted on 9 December 2023. The preparation is already started. Favourable response has received from alumni. The centre for Alumni Connects shall be coordinating the entire activities.

**5) To decide on an action plan for maximum enrolment for NPTEL courses:**

Dr. Magar appreciated Dr. Rohan on doing good job as the NPTEL SPOC. There are many faculty members received certification with Elite, Gold and Silver: 5 (E+G), 26 (E+S), and 39 (elite). Mr. Vedant Bipin, a student representative made recommendations about financial assistance to students on NPTEL certification examination too. Prof. Arif Iqbal requested the Executive Chairman to approve for financial assistance policies for NPTEL and MOOC courses to students as well.

**6) Planning of FDPs, and STTPs by various schools and departments:**

Prof. Arif Iqbal pointed out the need to increase faculty development programs. Dr. Magar, each department should design one FDP and one STTP for the year 2024. By December 23rd, EE and CE were already scheduled. CE (two days FDP): complete station remote sensing on December 27, 28, 2023. The centre for Human Resource Training and Development to schedule training programs for non-teaching members.

**7) Academic calendar & Activity Calendar for even semester 2023-24:**

Introduction of the activity calendar was provided by Prof. Arif Iqbal and its importance in planning and execution of the activities. A checklist will be released by IQAC. The same to be utilized for making an activity calendar at the school and departmental level. Mr. Burhan Harris appreciated the need of this initiative.

**8) To finalize the Vision-Mission statements of IQAC-AIKTC:**

Each school and department have already finalized their vision and mission statements, a need was felt to formulate vision and mission statements for IQAC. Keeping in mind the vision and mission statements of the institute and statements provided by NAAC following statements is accepted by the attendees.

**Vision:**

To Elevate the Quality of Academics, Research, and Administration through a Commitment to Continuous Improvement.

**Mission Elements:**

- Promoting Excellence in Teaching and Learning.
- Fostering Cutting-Edge Research and Innovation.
- Enhancing Administrative Efficiency and Effectiveness.

**9) Any other matter with the permission of the chair:**

Mr. Burhan Harris chairman of the institute asked all stakeholders to have OBE completely into practice.

Dr. Magar stated that the entire academic audit is based on OBE. Soon we will be going for NBA accreditation for eligible programs. Awareness about OBE is to be created amongst non-teaching by taking awareness session.

Dr. Magar asked Mr. Pawar for recommendations. Mr. Maruti Pawar emphasized the value of industrial training (industry/practical expertise). Management should support this initiative. Mr. Pawar promised to always be there for the AIKTC students and shared a few of his life stories to help them develop key fundamental qualities.



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Mr. Harries advised holding distinct meetings to discuss the agenda. Functional initiative was highlighted by Dr. Magar. After providing some statistics on various MOUs, Prof. Javed Kazi recommended that the number of IVs shall be increased.

Dr. Shariq Syed, Dean Pharmacy, summarized the meeting's contents and gave a vote of thanks. Mr. Harries advised keeping Mr. Maruti Pawar's motivational session. The student representatives expressed satisfaction with their affiliation with IQAC. As suggested by Mr. Harries Dr. Syed informed students about the President's visit to the UK to established Overseas chapter with Anjuman.

Minutes prepared by Prof. Mohini Baile & Prof. Arif Iqbal Shaikh.

  
(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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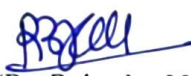
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**Action Taken Report (ATR) on the agenda points discussed in the IQAC  
meeting held on 30 Nov 2023.**

Sr. No	Agenda	Decision	Action Taken
1	Approval of minutes of the meeting (held on 14 June 2023) and ATR	Minute of the meeting held on 14 June 23 were accepted by the attendees.	Minutes of the meeting and ATR to be scanned and put on website.
2	Status of Submission of AQAR 2022-2023	Few pending metrics to be discussed with Dr. Magar and shall be finalized.	AQAR 2022-23 submitted on 9 <sup>th</sup> January 2024.
3	Preparation of Cycle 2 NAAC Assessment	A meeting to be kept in last week of January 2024.	Meeting scheduled on 20 January 2024.
4	Conduction of Alumni Meet	Alumni meet shall be conducted by team Alumni Connect Centre.	Alumni meet conducted on 9 December for SoET, for SoP on 16 Dec, for SoA on 23 December 2023
5	To decide on an action plan for maximum enrolment for NPTEL courses	SPOC will aware to faculty and students to have a greater number of enrolments. Financial aid to be given to students based on policy revision.	Awareness made by the NPTEL SPOC to students and faculty members. Policy revision is pending.
6	Planning of FDPs, and STTPs by various schools and departments	All departments and centre for Human resource training shall be conducting FDPs.	FDPs conducted by Computer Engg on 1 <sup>st</sup> to 6 Jan 24, Civil engg from 15-20 Jan is going on. An FDP on UHV is being organized by HRTD centre from 29 to 31 January 2024.
7	Academic calendar & Activity Calendar for even semester 2023-24	Based on NAAC requirements a list of activities to be included in calendar to be shared by IQAC.	A circular enlisting activity issued for the same to all departments in AIKTC.
8	Vision Mission statement of IQAC	The proposed statements discussed.	The proposed statements accepted and to be displayed on important locations.
9	Any other matter with the permission of the chair	Application to NBA accreditation of eligible program.	Department of civil engineering shall be applying for NBA accreditation.

  
(Prof. Arif Iqbal Shaikh)  
IQAC Coordinator

  
(Dr. Rajendra Magar)  
Dean-SOET (Jt. Chairperson IQAC)



  
(Dr. Ramjan A Khatik)  
Director AIKTC

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