

**DAAR-UL-REHMAT TRUST'S**  
**A.E. KALSEKAR DEGREE COLLEGE**

KAUSA, MUMBRA  
Affiliated to University of Mumbai  
Accredited with B++ Grade by NAAC

**Formation of IQAC Internal Quality Assurance Cell (IQAC)**  
**(2017-2018)**

The following is the revised list of members of IQAC with effect from academic year 2017-18 (as per Latest notification NAAC guidelines - November 2017)

Sr. No	Name	Designation	Mobile Nos.	E-mail ID
1	Dr Nisar Shaikh	Chairperson	9892426872	<a href="mailto:nisargmmwc@gmail.com">nisargmmwc@gmail.com</a>
2	Mr Zubair Rawal	Members from Management	9967307800	<a href="mailto:zubair.i.rawal@hotmail.com">zubair.i.rawal@hotmail.com</a>
3	Mrs Arjumand .Z.Rawal	IQAC Coordinator	98198185653	<a href="mailto:anzrawal@yahoo.in">anzrawal@yahoo.in</a>
4	Mrs Farzana Chawre	Member	9220742370	<a href="mailto:farzanachawre79@gmail.com">farzanachawre79@gmail.com</a>
5	Ms. Nasreen Kolhar	Member	9321037966	<a href="mailto:nasreenkolhar@gmail.com">nasreenkolhar@gmail.com</a>
6	Ms Misbah Shaikh	Member	7738056206	<a href="mailto:smisbah24@gmail.com">smisbah24@gmail.com</a>
7	Mrs Suvarna Chinde	Member	9664559871	<a href="mailto:suvarna_bawaskar@yahoo.com">suvarna_bawaskar@yahoo.com</a>
8	Mr Firoz Rajput	Administrative Officer	8976639193	<a href="mailto:rajput.sfr@gmail.com">rajput.sfr@gmail.com</a>
9	Mr Javed Akhtar	Nominee from local Society	8850437225	<a href="mailto:homemhssp@gmail.com">homemhssp@gmail.com</a>
10	Khan Adil Abdul Qadir	Student Member	9768344202	<a href="mailto:khanadil2711@yahoo.com">khanadil2711@yahoo.com</a>
11	Mr Anil Kumar	Member from industry	7506449275	
12	Khan Tahera Barkaullah	Member from Stakeholder	9029610499	<a href="mailto:Khansummi177@gmail.com">Khansummi177@gmail.com</a>



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11/09/17

**Internal Quality Assurance Cell 2017-18**

Agenda for IQAC Meeting on 12<sup>th</sup> September 2017

IQAC meeting will be held on 12<sup>th</sup> September 2017 at 12.20 pm in Principal's Cabin. The Agenda is as follows:

- To read and get approval of minutes of Last meeting.
- To Discuss on NAAC preparation
- To distribute duties for PTV of NAAC
- Any other matter with the permission of the chair

All members are requested to be present for the meeting

*Jayane*  
IQAC



## DRT's

A. E. Kalsekar Degree College, Kausa-Mumbra

Internal Quality Assurance Cell (IQAC) 2017-2018

Meeting No: 1

Date: 12/09/17

Sr.No	Name	Designation	Signature
1	Mrs Arjumand .Z.Rawal	Chairperson	
2	Mr Zubair Rawal	Members from Management	
3	Mrs Farzana Chawre	IQAC	
4	Ms. Nasreen Kolhar	Member	
5	Ms Misbah Shaikh	Member	
6	Mrs Suvarna Chinde	Member	
7	Mr Firoz Rajput	Administrative Officer	
8	Mr Javed Akhtar	Nominee from local Society	
9	Khan Adil Abdul Qadir	Student Member	
10	Mr Anil Kumar	Member from industry	
11	Khan Tahera Barkaullah	Member from Stakeholder	



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**Internal Quality Assurance Cell 2017-18**

**Meeting Minutes**

IQAC Meeting was conducted on 12th September 2017 at 12.20 pm in Principal's Cabin. The minutes of the meeting are as follows :

- **To read and get approval of minutes of Last meeting.**

The meeting minutes held on 30<sup>th</sup> April 2017 was read out and approved.

- **To Discuss on NAAC preparation**

I/C Principal informed all members about the SSR submission and preparation for upcoming NAAC .All the Criteria Incharge were instructed to minutely go through all the details.

- **To distribute duties for PTV of NAAC**


Steering Committee members were distributed work and duties for Peer Team Visit.

Cultural Incharge was given the duty to arrange Cultural programmes during the visit

- **Any other matter with the permission of the chair**

I/C Principal also informed members about the appointment of new Principal who will be joining from October 2017.The meeting ended with a positive note.



  
Principal  
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ATR of IQAC Meeting conducted on 12th September 2017

- NAAC Preparations completed.
- NAAC PTV visit completed on 9<sup>th</sup> and 10<sup>th</sup> November 2017

*Jayane*  
IQAC



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Internal Quality Assurance Cell 2017-18

Meeting Agenda

IQAC Meeting will be held on 25<sup>th</sup> November 2017 at 12.20 pm in Principal's Cabin. The agenda of the meeting is as follows :

1. To read and get approval of minutes of Last meeting.
2. To discuss recommendation of NAAC Report
3. To discuss on draft Perspective plan.
4. To discuss research sport facilities.
5. To review 1st Term Activities and Result
6. Any other matter with the permission of the chair.

All are requested to attend the same.

*Jayane*  
IQAC

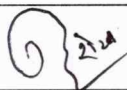


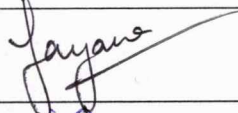

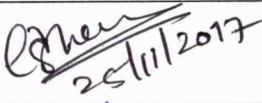





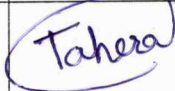
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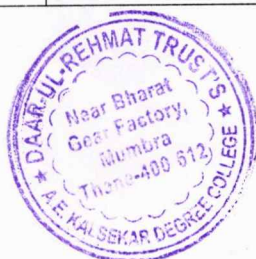
A. E. Kalsekar Degree College, Kausa-Mumbra

Internal Quality Assurance Cell (IQAC) 2017-2018

Meeting No: 02

Date: 25<sup>th</sup> Nov. 2017

Sr.No	Name	Designation	Signature
1	Dr Nisar Shaikh	Chairperson	
2	Mr Zubair Rawal	Members from Management	
3	Mrs Arjumand .Z.Rawal	IQAC Coordinator	
4	Mrs Farzana Chawre	Member	
5	Ms. Nasreen Kolhar	Member	
6	Ms Misbah Shaikh	Member	
7	Mrs Suvarna Chinde	Member	
8	Mr Firoz Rajput	Administrative Officer	
9	Mr Javed Akhtar	Nominee from local Society	
10	Khan Adil Abdul Qadir	Student Member	
11	Mr Anil Kumar	Member from industry	
12	Khan Tahera Barkaullah	Member from Stakeholder	



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Internal Quality Assurance Cell 2017-18

Meetings Minutes

IQAC Meeting was conducted on 25<sup>th</sup> November 2017 at 12.20 pm in Principal's Cabin. The minutes of the meeting are as follows :

**1. To read and get approval of minutes of Last meeting.**

The meeting minutes held in September 2017 was read out and approved.

**2. To discuss recommendation of NAAC Report**

Principal discussed recommendation given by NAAC. The PTV was conducted successfully and result was awaited.

**3. To discuss on draft Perspective plan.**

**IQAC** Coordinator Mrs A.Z.Rawal presented draft perspective plan before the member. There was discussion regarding increase in academic activities & courses be included in the plan . All suggestion were noted & it was decided to put the plan before CDC for finalisation.

**4. To discuss research sport facilities.**

IQAC member Ms Misbah Shaikh requested on behalf of sports committee to increase the facilities of Sports for students. It was unanimously decided to send students for Intercollegiate events and provided them guidance for sports activities.





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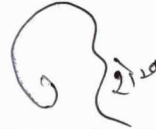
**5. To review 1st Term Activities and Result**

1st term Activities were placed for discussion . Class wise exam and results were reviewed. Also Exam / result committee was instructed to communicate the performance of the student to the teachers and arrange remedial lectured in subjects where performance was not satisfactory.

**6. Any other matter with the permission of the chair.**

Increase in the Academic – industry linkage was taken up for discussion. IQAC member Mrs Farzana Chawre discussed the need to start up courses and activities in collaboration with other institutes and agencies.

The meeting ended with a positive note

  
**Principal**

**Daar-Ul-Rehmat Trust's**  
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**ATR of IQAC Meeting conducted on 25th November 2017**

- **Perspective Plan Prepared**
- **Courses and Activities Increased in II Term**



*Jayen*  
IQAC

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Internal Quality Assurance Cell 2017-18

22/02/18

**Meeting Agenda**

IQAC Meeting is scheduled on 24<sup>th</sup> February 2018 at 12.30 pm in Principal's Room . The agenda of the meeting is as follows :

1. To read and get approval of minutes of meeting held on 25<sup>th</sup> November 2017
2. To discuss on arranging FDP and Seminars
3. To discuss about International Conference
4. To recommend for Scholarships from Management
5. To collect Feedback from Students and Parents
6. Any other matter with the permission of the chair.

All are requested to attend the meeting.

*Jayant*  
IQAC 23/2/18






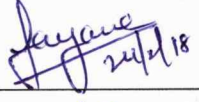


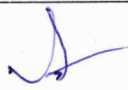





## DRT's

A. E. Kalsekar Degree College, Kausa-Mumbra

Internal Quality Assurance Cell (IQAC) 2017-2018

Meeting No: 03

Date: 24/02/2018

Sr.No	Name	Designation	Signature
1	Dr Nisar Shaikh	Chairperson	
2	Mr Zubair Rawal	Members from Management	
3	Mrs Arjumand .Z.Rawal	IQAC Coordinator	
4	Mrs Farzana Chawre	Member	
5	Ms. Nasreen Kolhar	Member	
6	Ms Misbah Shaikh	Member	
7	Mrs Suvarna Chinde	Member	
8	Mr Firoz Rajput	Administrative Officer	
9	Mr Javed Akhtar	Nominee from local Society	
10	Khan Adil Abdul Qadir	Student Member	
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**Internal Quality Assurance Cell 2017-18**

**Meeting Minutes**

IQAC Meeting was conducted on 24<sup>th</sup> February 2018 at 12.30 pm in Principal's Room . The minutes of the meeting are as follows :

- 1. To read and get approval of minutes of meeting held on 25<sup>th</sup> November 2017**  
The minutes of meeting held on 25<sup>th</sup> November was read and approved.

- 2. To discuss on arranging FDP and Seminars**

IQAC member Mrs Farzana Chawre informed the need to arrange Seminar for staff. It was decided to arrange a seminar for Staff on Research and Library References.

- 3. To discuss about International Conference**

IQAC Coordinator Informed all members about the upcoming Conference at International level. Duties were distributed among Members for better coordination and successful organising.

- 4. To recommend for Scholarships from Management**

IQAC member Mrs Farzana Chawre emphasised the need for Management scholarship to deserving and needy students of the college. It was decided to put forth the recommendations of IQAC before Management.

- 5. To collect Feedback from Students and Parents**

Principal Dr Nisar Shaikh instructed Ms Misbah and Ms Suvarna to collect Feedback from Students and Parents related to the syllabus . It was decided to collect feedback from Parents in PTA meeting,

- 6. Any other matter with the permission of the chair.**

As there was no matter to discuss ,the meeting ended with Vote of thanks.



  
Principal  
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**Action Taken Report of IQAC Meeting on 24<sup>th</sup> February 2018**

- Workshop on "Research Methodology and Data analysis" conducted on 28/02/2018
- Workshop on "Use of E- Resources in Research & Library on 12/03/2018
- Feedback Collected by Students and parents and analysis work started
- International Conference held on "Emerging issues in contemporary India:Local and Global perspectives" on 17/03/2018

*Jayaram*  
IQAC



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25/05/18

**Internal Quality Assurance Cell 2017-18**

IQAC Meeting will be conducted on 26<sup>th</sup> May 2018 at 2.00 pm in Board Room . The agenda of the meeting is as follows :

1. To read and get approval of minutes of meeting held on 24<sup>th</sup> February 2018
2. To discuss the Overall activities of the Institution
3. To discuss Feedback analysis
4. Prepare Action Plan and Academic calendar 2019-20
5. To discuss the Admission process and Prospectus
6. Any other matter with the permission of the chair.

All are requested to attend the meeting on time.

*Jaya*  
IQAC 25/5/18



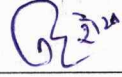


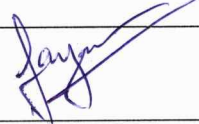

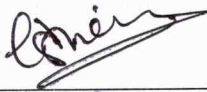






## DRT's

A. E. Kalsekar Degree College, Kausa-Mumbra

### Internal Quality Assurance Cell (IQAC) 2017-2018

Meeting No: 04

Date: 26/05/18

Sr.No	Name	Designation	Signature
1	Dr Nisar Shaikh	Chairperson	
2	Mr Zubair Rawal	Members from Management	
3	Mrs Arjumand .Z.Rawal	IQAC Coordinator	
4	Mrs Farzana Chawre	Member	
5	Ms. Nasreen Kolhar	Member	
6	Ms Misbah Shaikh	Member	
7	Mrs Suvarna Chinde	Member	
8	Mr Firoz Rajput	Administrative Officer	
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**Internal Quality Assurance Cell 2017-18**

**Meeting Minutes**

IQAC Meeting was conducted on 26<sup>th</sup> May 2018 at 2.00 pm in Board Room . The minutes of the meeting are as follows :

**1. To read and get approval of minutes of meeting held on 24<sup>th</sup> February 2018**

The minutes of last meeting held on 28<sup>th</sup> February 2018 were read and approved.

**2. To discuss the Overall activities of the Institution**

IQAC Coordinator briefed up the overall activities of the institution. co-curricular and extracurricular activities of the college were discussed. Suggestions for improvement in activities were discussed and noted down.

**3. To discuss Feedback analysis**

Students feedback analysis on curriculum and teachers was discussed .It was decided that as per the analysis wherever improvement in teachers performance is required Teachers will be called in person and advised to change their methodology of teaching to make it more effective.

**4. Prepare Action Plan and Academic calendar2018-19**

Action Plan was chalked out. Suggestion by Members were noted down and members were given responsibility to finalise the Action Plan and Academic Calendar 2018-2019.

**5. To discuss the Admission process and Prospectus**

Necessary revision of prospectus for various courses was discussed and finalized. Admission procedures were discussed.

**6. Any other matter with the permission of the chair.**

IQAC member Mr Firoz Rajput proposed to keep Resource Mobilisation policy in next CDC meeting for approval.

The meeting ended with a vote of thanks proposed by the Coordinator.



  
Principal  
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**Action Taken Report of IQAC Meeting on 26<sup>th</sup> May 2018**

1. Feedback Analysis communicated to Teachers and action taken wherever needed
2. Academic Calendar Prepared for 2018-19
3. Prospectus Prepared and distributed while admission

*Jayant*  
IQAC

