



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

Permanently Affiliated to University of Mumbai
Accredited by NAAC with "B++" Grade
ISO Certified 9001 : 2015
Kausa Mumbra, Thane-400612

**Formation of IQAC Internal Quality Assurance Cell (IQAC)
(2018-2019)**

The following is the revised list of members of IQAC with effect from academic year 2018-19 (as per Latest notification NAAC guidelines - November 2017)

Sr. No	Name	Designation	Mobile Nos.	E-mail ID
1	Dr Nisar Shaikh	Chairperson	9892426872	nisargmmwc@gmail.com
2	Mr Zubair Rawal	Members from Management	9967307800	zubair.i.rawal@hotmail.com
3	Mrs Arjumand Z. Rawal	IQAC Coordinator	98198185653	anzrawal@yahoo.in
4	Mrs Farzana Chawre	Member	9220742370	farzanachawre79@gmail.com
5	Dr Sajid Ali	Member	9004302254	sajidsaeed1@gmail.com
6	Ms Misbah Shaikh	Member	7738056206	smisbah24@gmail.com
7	Mrs Suvarna Chinde	Member	9664559871	suvarna_bawaskar@yahoo.com
8	Mr Firoz Rajput	Administrative Officer	8976639193	rajput.sfr@gmail.com
9	Mr Javed Akhtar	Nominee from local Society	8850437225	homemhssp@gmail.com
10	Khan Muskan Nasir	Student	9892745012	muskankhan189@gmail.com
11	Khan Adil Abdul Qadir	Ex- Student Member	9768344202	khanadil2711@yahoo.com
12	Mr AliRaja Haryani	Member from Employer	02225352923	alirazaharyani18@gmail.com
13	Mr Anil Kumar	Member from industry	7506449275	
14	Khan Tahera Barkaullah	Member from Stakeholder	9029610499	Khansummi177@gmail.com





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IQAC Meeting Minutes 1st Meeting - 4th August 2018

IQAC Meeting No. : 01

DATE : 4th August 2018

IQAC Members:

St. No	Name	Designation	Sign.	St. No	Name	Designation	Sign.
1	Mr Zubair Rawal (Secretary-DRT)	Management Nominee		8	Mr Firoz Rajput	Admin. Officer	
2	Dr Nisar Shaikh (Principal)	Chairperson		9	Mr Javed Akhtar	Nominee from local Society	
3	Mrs Arjumand .Z.Rawal (V.Principal)	IQAC Coordinator		10	Khan Muskan Nasir	Student	
4	Mrs Farzana Chawre	Member-Teaching Staff		11	Khan Adil Abdul Qadir	Ex- Student Member	
5	Dr Sajid Ali	Member Teaching Staff		12	Mr AliRaja Haryani	Member from Employer	
6	Ms Mispah Shaikh	Member -Teaching Staff		13	Mr Anil Kumar	Member from industry	
7	Mrs Suvarna Chindhe	Member-Librarian		14	Khan Tahera Barkaullah	Member from Stakeholder	





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IQAC Meeting Minutes 1st Meeting -4th August 2018

Sr. No.	Agenda Points	Discussions / Action Taken	Responsibility	Target
1)	To read and get approval of minutes of Last meeting .	The minutes of last meeting were read and approved .	IQAC Coordinator Mrs A.Z.Rawal	
2)	To welcome and introduce new members of IQAC	The Coordinator welcomed and introduced the members of IQAC. The new formation of IQAC was as per the latest NAAC guidelines. The role and functions were briefly spelled out to all the members.		
3)	To analyse the admission record of academic year 2018-19	The administrative staff presented admission record for the year. Realising the importance of growing demands for professional courses it was decided to seek permission for additional seats /courses	IQAC Member Mr Firoz	
3)	To discuss on short term /Value added courses	The members comprehended the need to enhance employability and entrepreneur skills therefore it was decided to introduce new short term/value added courses.	IQAC Member Misbah	
4)	To discuss on digital attendance for students	The members decide to work on the problems related to poor attendance among students. It was decided to introduce Digital attendance system for attendance in class and Library books records.	IQAC Member Mr Firoz/ Ms Suvarna	





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5)	To discuss about the safety and security of the institution	The problem of discipline was brought to the notice by a member. It was resolved to table these problems in the CDC meeting and request to increase the installation of CCTV in the campus and also to increase the vigilance in and around the campus.	IQAC Member Mr Firoz/ Student -Asma	
6)	To scrutinise CAS/API files of Staff	The CAS/API files of 03 Staff Members were discussed and it was decided to proceed for the CAS process of the teachers, subject to fulfillment of Criteria as per UGC circular.	IQAC Member Mrs Farzana	
6)	To plan & prepare for ISO audit	Preparation of ISO Audit was taken up for discussion. Suggestions given during Internal Audit were noted.	IQAC Member Ms Misbah	
7)	Any other matter with the permission of the chair.	The committee discussed to Increase in the Academic –Industry linkage . The meeting ended with a positive note	IQAC Coordinator Mrs Rawal & Ex student –Mr Rehan	
	ATR of last meeting	Action Plan & Academic calendar 2018-19 prepared and displayed. Prospectus finalized and distributed. Academic Process streamlined.		



Principal
QZ



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IQAC Meeting Minutes 2nd Meeting -17th November 2018

IQAC Meeting No. : 02

DATE : 17th November 2018

IQAC Members:

Sr. No	Name	Designation	Sign.	Sr. No.	Name	Designation	Sign.
1	Mr Zubair Rawal (Secretary-DRT)	Management Nominee		8	Mr Firoz Rajput	Admin. Officer	
2	Dr Nisar Shaikh (Principal)	Chairperson		9	Mr Javed Akhtar	Nominee from Local Society	
3	Mrs Arjumand .Z.Rawal (V.Principal)	IQAC Coordinator		10	Khan Muskan Nasir	Student	
4	Mrs Farzana Chawre	Member-Teaching Staff		11	Khan Adil Abdul Qadir	Ex- Student Member	
5	Dr Sajid Ali	Member Teaching Staff		12	Mr AliRaja Haryani	Member from Employer	
6	Ms Misbah Shaikh	Member - Teaching Staff		13	Mr Anil Kumar	Member from industry	
7	Mrs Suvarna Chindhe	Member-Librarian		14	Khan Tahera Barkaullah	Member from Stakeholder	





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IQAC Meeting Minutes 2nd Meeting -17th November 2018

Sr. No.	Agenda Points	Discussions / Action Taken	Responsibility	Target
1)	To read and get approval of minutes of Last meeting .	The minutes of last meeting were read and approved .	IQAC Coordinator Mrs A.Z.Rawal	
2)	To discuss on Submission of AQAR 2017-18	IQAC Coordinator explained the procedure of preparation and submission of AQAR 2017-18. It was decided to collect criteria wise information from departments and committees and compile the data.	IQAC Coordinator Mrs A.Z.Rawal & IQAC Member Mrs Farzana	
3)	To discuss on the Students and Staff Welfare schemes	Realising the importance of progress of the institution, various schemes for students and staff were discussed. It was resolved to put the proposal before the Management for approval.	IQAC Member Mr Firoz/ Student -Asma	
4)	To discuss on Introduction Swayam-NPTEL online courses	It was discussed that college will motivate and enroll the students in online courses under NPTEL. It was decided to complete the formalities regarding establishing SWAYAM NPTEL local chapter in the college. It was also decided to recommend to Management the installation of new computers availing the computer facility to more number of students and staff.	IQAC Members Mrs Suvarna & Mr Rajput	
5)	Installation of new computers in major departments.	It was decided to put forth the recommendations before CDC for installation of new computers in Major depts. Like Exam, Library, IQAC , Research and Reference Room		





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6)	To review Ist Term Activities and Result	Ist Term Activities were placed for discussion. Class wise exam and results were reviewed. It was resolved to increase research activities in the institution and career related activities in the Second term. Also Exam /result committee was instructed to communicate the performance of the students to the teachers and arrange remedial lectures in subjects where performance was not satisfactory.	IQAC Member Mr Firoz/	
7)	Any other matter with the permission of the chair.	Increase in the Academic –Industry linkage was taken up for discussion. The meeting ended with a positive note.		
8)	ATR of last meeting	<ul style="list-style-type: none">• Digital Attendance introduced• New Short Term/Value added/Foreign Language courses introduced.• Applications and files for CAS/API of 03 staff members were scrutinized and forwarded by IQAC to the Principal.• In order to tackle the problem of discipline, suggestions were put forth in CDC for Installation of CCTV in the campus and also to increase the vigilance in and around the campus.• ISO Audit was conducted successfully on 30th August 2018.• MOU was signed for Academic –Industry linkage .		



Principal

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IQAC Meeting Minutes 3rd Meeting - 16th February 2019

IQAC Meeting No. : 03

DATE : 16th February 2019

IQAC Members:



Sr. No	Name	Designation	Sign.	Sr. No	Name	Designation	Sign.
1	Mr Zubair Rawal (Secretary-DRT)	Management Nominee		8	Mr Firoz Rajput	Admin. Officer	
2	Dr Nisar Shaikh (Principal)	Chairperson		9	Mr Javed Akhtar	Nominee from local Society	
3	Mrs Arjumand .Z.Rawal (V.Principal)	IQAC Coordinator		10	Khan Muskan Nasir	Student	
4	Mrs Farzana Chawre	Member-Teaching Staff		11	Khan Adil Abdul Qadir	Ex- Student Member	
5	Dr Sajid Ali	Member Teaching Staff		12	Mr AliRaja Haryani	Member from Employer	
6	Ms Misbah Shaikh	Member - Teaching Staff		13	Mr Anil Kumar	Member from industry	
7	Mrs Suvarna Chindhe	Member-Librarian		14	Khan Tahera Barkaullah	Member from Stakeholder	





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IQAC Meeting Minutes 3rd Meeting -16th February 2019

Sr. No.	Agenda Points	Discussions / Action Taken	Responsibility
1)	To read and get approval of minutes of last meeting .	The minutes of last meeting were read and approved .	IQAC Coordinator Mrs A.Z.Rawal
2)	To discuss about conducting internal audits	The members discussed to conduct internal Audit in the month of March-April 2019. The audit committee was finalized and the members were given instruction regarding the same .	IQAC Member Ms Mishbah
3)	To discuss research and career & placement opportunities	IQAC Coordinator proposed to enhance the research culture in the institutions. It was decided to conduct workshops on guidelines on Research for students and staff. Also it was decided to increase Career& Placement Opportunities through Job fairs and events for the benefit of Students	IQAC Member Mrs Farzana
4)	To review the feedback analysis	Feedback collected from Students, Ex Students, Parents were analysed and placed before the members. The analysis was tabled and it was decided to communicate to the teachers for improvement during the staff meeting. Areas of improvements were noted down.	IQAC Member Mrs Suvarna
4)	To organise International Conference	The members brainstormed on the topics for International Conference. Duties were assigned to the members related to the related to the Conference.	IQAC Member Mrs Farzana
5)	Any other matter with the permission of the chair. ATR of Last Minutes	The meeting ended with a vote of thanks. <ul style="list-style-type: none">Criteria wise information from departments and committees was collected, compiled and AQAR 17-18 was successfully submitted on 29th Jan 19.The welfare schemes for students and staff were put forward in CDC meeting.Academic –Industry linkage was boosted. A number of workshops in collaborations were conducted for the students.	 



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IQAC Meeting Minutes 4th Meeting -18th May 2019

IQAC Meeting No. : 04

DATE : 18th May 2019

IQAC Members:

Sr. No	Name	Designation	Sign.	Sr. No.	Name	Designation	Sign.
1	Mr Zubair Rawal (Secretary-DRT)	Management Nominee		8	Mr Firoz Rajput	Admin. Officer	
2	Dr Nisar Shaikh (Principal)	Chairperson		9	Mr Javed Akhtar	Nominee from local Society	
3	Mrs Arjumand .Z.Rawal (V.Principal)	IQAC Coordinator		10	Khan Muskan Nasir	Student	
4	Mrs Farzana Chawre	Member-Teaching Staff		11	Khan Adil Abdul Qadir	Ex- Student Member	
5	Dr Sajid Ali	Member Teaching Staff		12	Mr Aliraja Haryani	Member from Employer	
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IQAC Meeting Minutes 4th Meeting -18th May 2019

Sr. No.	Agenda Points	Discussions / Action Taken	Responsibility	Target
1)	To read and get approval of minutes of Last meeting .	The minutes of last meeting were read and approved.	IQAC Coordinator Mrs A.Z.Rawal	
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 Prepare Action Plan and Academic calendar 2019-20	Overall activities were jotted down and draft academic calendar for ac. year 2019-20 was taken up for discussion. Action Plan was chalked out. Suggestion by Members were noted down and members were given responsibility to finalise the Action Plan and Academic Calendar 2019-20.	IQAC Members Mrs Farzana chawre Mr Firoz	August 19
4)	To discuss the Admission process and Prospectus	Necessary revision of prospectus for various courses was discussed and finalized. Admission procedures were discussed.	IQAC Members Ms. Mischah & Mr Rajput	July 19
5)	Any other matter with the permission of the chair.	Discussed on class room allotment/ committee formation/work allotment for next academic year. The meeting ended with a vote of thanks proposed by the Coordinator.		






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ATR	Conducted Internal Audit Arranged Workshop on Research Paper Writing and provided guidelines on research for students and staff Successfully organised International Conference in March 2019		
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