



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)
2021 -2022

The following is the revised list of members of IQAC for Academic year 2021 - 22 (as per Latest notification NAAC guidelines - November 2017)

Sr No	Name	Designation	Mobile Nos.	E-mail ID
1	Dr. Parveen A. Khan (I/C Principal)	Chairperson	9167671963	Parkhan12@yahoo.com
2	Dr Sajid Ali	Member	9004302254	sajidsaeed1@gmail.com
3	Dr. Misbah Shaikh	Member	7738056206	smisbah24@gmail.com
4	Dr. Suvarna Chindhe	Member	9664559871	suvarna_bawaskar@yahoo.com
5	Mr.Ahmed Maklai	Members from Management	9322233470	maklai1932@gmail.com
6	Mr Firoz Rajput	Office Superintendent	8976639193	rajput.sfr@gmail.com
7	Mr Shahid Mirza	Nominee from local Society	9004047230	shahidmirza@gmail.com
8	Ms. Khan Zainab	Student	9004659085	khanzainab1162002@gmail.com
9	Ms. Asma Choudhary	Ex- Student Member	9320277767	asma123@gmail.com
10	Mr Ali Raja Haryani	Member from Employer	02225352923	alirazaharyani18@gmail.com
11	Mr Rafiq Hanif Shaikh	Member from industry	986708690	rafiqprayag@gmail.com
12	Dr Riyazuddin Z Khan	Member from Stakeholder	9324228327	riyazuddinkhan27@gmail.com
13	Dr. Farzana N.Y Chawre	IQAC Coordinator	9220742370	farzanachawre79@gmail.com



Principal
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Internal Quality Assurance Cell (IQAC)

Agenda 1st Meeting -28th Aug 2021

The first IQAC meeting for the academic year 2021-22 will be held on 28th August 2021 in Conference Room at 12.30 pm. The Agenda for the meeting is as follows


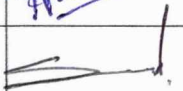


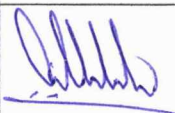


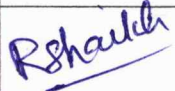

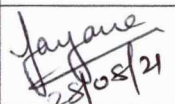
1. To read and get approval of minutes of last meeting.
2. To discuss and review the admission records of ac. year 2020-21
3. To Plan for Orientation of FY students and parents.
4. To discuss on Teachers Work Record and uniform formats for Committees
/Departments
5. To discuss on the Committees/Forums /Departments Year Plan and Budget
2021-22.
6. To discuss about Faculty Induction Programme.
7. To plan for Internal ISO audit for the academic year 2021-22
8. To examine the purchase order of books & journals.
9. Any other matter with the permission of the chair.

Jayane
IQAC



Aul
Principal
DAAR-UL-REHMAT TRUST'S
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Kausa, Mumbra, Thane - 400 612

IQAC Attendance Sheet 1st Meeting -28th August 2021

Sr.No	Designation	Name	Sign.
1	Chairperson	Mrs. Arjumand Rawal(Principal)	
2	Member Teaching Staff	Dr Sajid Ali	
3	Member -Teaching Staff	Ms Misbah Shaikh	
4	Member-Librarian	Mrs Suvarna Chinde	
5	Management Nominee	Mr Ahmed Maklai (Managing Trustee-DRT)	
6	Office Superintendent	Mr Firoz Rajput	
7	Nominee from local Society	Mr Shahid Mirza	Absent
8	Student	Ms Zainab Khan	
9	Ex- Student Member	Ms Asma Choudhary	Asma. 28.08.21
10	Member from Employer	Mr Ali Raja Haryani	Absent
11	Member from Industry	Mr Rafiq Hanif Shaikh	
12	Member from Stakeholder	Dr Riyazuddin Z.Khan	
13	IQAC Coordinator	Mrs Farzana N.Y.Chawre	



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Internal Quality Assurance Cell (IQAC)

Minutes 1st Meeting -28th Aug 2021

The first IQAC meeting for the academic year 2021-22 was held on 28th August 2021 in Conference Room at 12.30 pm. The minutes of the meeting are as follows

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

The minutes of last meeting conducted on Zoom Platform on 20th June 2021 were read and approved.

2) To discuss and review the admission records of ac year 2021-22

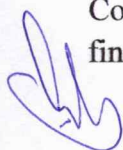
Admission record for the year 2021-22 was presented by Office head. The need to counsel and Orient students regarding online education system and online Admission process was also put forth. Strategies to minimise the dropouts and retain the strength were chalked out.

3) To discuss and gain access to the Government and Management Scholarship for student welfare.

The various scholarship offered to students was taken up for discussion. Government Scholarships were also tabled which will help the students on the verge of drop out due to financial constraints to continue studies. The process to acquaint students about these scholarship was discussed and finalized. It was resolved to put up the notices regarding scholarships on college websites, circulate it in all classes and on college Quality Circle WhatsApp group.

4) To discuss on Teachers Work Record and uniform formats for Committees /Departments

To ensure completion of syllabus within time frame and to comply with NAAC guidelines, it was decided that Teachers work record diary should be maintained by all departments and submitted at regular intervals to IQAC. Common Formats for Committee/Department online activities were finalized and decided to distribute to all the departments.



5) To discuss on the Committees/Forums /Departments Year Plan and Budget 2021-22

The Year Plan and Budget 2021-22 submitted by the In charge of various Committees/Forums /Departments were tabled for discussion. The activities and Budget were reviewed and minor corrections/suggestions in department budgets were made which were later informed to the concerned In charge.

6) To introduce new short term courses under the Skill Development Centre

Realising the importance of values and Ethics, the proposal from continue short term courses on 'Certificate Course in Spoken Arabic' under the Skill Development Centre was discussed and approved. Commencement for NPTEL courses to all students was taken up for discussion and approved. Members also suggested to increase academic collaborations.

7) To plan for ISO internal audit for the academic year 2020-2021

Preparation of ISO Audit was taken up for discussion. It was decided to complete Internal Audit in the upcoming month. Responsibilities for completion of Internal Audits were given to members.

8) To examine the purchase order of books & journals.

The need to purchase reference books of few subjects/new courses were put forth by the librarian. She also informed for renewal of subscription of N List. Both the request from Librarian were noted and decided to table at CDC meeting.

9) To discuss on Mentoring /Counselling Session

Mentoring to be adopted as a part of the work. Mentors (Subject teachers) to be assigned a number of Students from respective class. Format was discussed and in charge was assigned the responsibility of carrying ahead the task.

10) Any other matter with the permission of the chair.

The renewal of Zoom Institutional membership was discussed. Office Superintendent Mr Firoz Rajput was given the responsibility to complete the Renewal process for smooth conduct of Online Teaching Learning and Other activities.

The meeting ended with a positive note



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Internal Quality Assurance Cell (IQAC)

ATR

Orientation of FY students and Parents conducted
Teachers Planner and Record Book Distributed
Year Plan /Budget Collected from Committee/Forum/Dept.
Formats distributed to Teachers



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Internal Quality Assurance Cell (IQAC)

Agenda 2nd Meeting -30th November 2021

The second IQAC meeting for the academic year 2021-22 will be held on 30th November 2021 in Conference Room at 12.30 pm. The Agenda for the meeting is as follows

1. To read the minutes of the last meeting held on 28th August 21 and approve the same
2. To review the five-year institutional data for NAAC.
3. To discuss on addition of members in college IQAC
4. To analyse pending work of AQAR for ac. year 2019-20.
5. To deliberate about ICT enabled Classroom and college website
6. To plan for Alumni Association registration.
7. To discuss about signing of MOUs.
8. To discuss about hiring of agencies for Audits.
9. Any other matter with the permission of the Chair.

All members are hereby informed to attend the same.

Jayane
IQAC



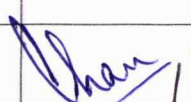
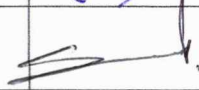
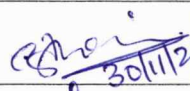




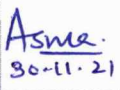
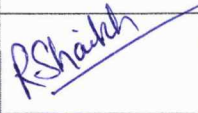
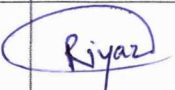
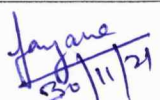
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Principal

Principal
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IQAC Attendance Sheet 2nd Meeting -30th November 2021

Sr.No	Designation	Name	Sign.
1	Chairperson	Dr Parveen Khan (Principal)	
2	Member Teaching Staff	Dr Sajid Ali	
3	Member -Teaching Staff	Ms Misbah Shaikh	
4	Member-Librarian	Mrs Suvarna Chinde	
5	Management Nominee	Mr Ahmed Maklai (Managing Trustee-DRT)	
6	Office Superintendent	Mr Firoz Rajput	
7	Nominee from local Society	Mr Shahid Mirza	Absent
8	Student	Ms Zainab Khan	
9	Ex- Student Member	Ms Asma Choudhary	
10	Member from Employer	Mr Ali Raja Haryani	Absent
11	Member from Industry	Mr Rafiq Hanif Shaikh	
12	Member from Stakeholder	Dr Riyazuddin Z.Khan	
13	IQAC Coordinator	Mrs Farzana N.Y.Chawre	



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Internal Quality Assurance Cell (IQAC)

Agenda 2nd Meeting -30th November 2021

The second IQAC meeting for the academic year 2021-22 was held on 30th November 2021 in Conference Room at 12.30 pm. The minutes of the meeting are as follows

- 1. To read the minutes of the last meeting held on 28th August 21 and approve the same**

The minutes of last meeting held on 28th August 21 were read and approved .

- 2. To review the five-year institutional data for NAAC.**

The five-year institutional data forwarded to Dr Ayub Shaikh Sir was tabled for discussion. Suggestions given by Dr Ayub Shaikh Sir for good scoring in each Criterion in NAAC were put forth to all the members. Hon'ble Managing Trustee Mr. Ahmed Maklai Sir instructed the Principal and IQAC Coordinator to take lead role in the preparation for NAAC.

- 3. To discuss on addition of members in college IQAC**

Principal Dr Parveen Khan recommended addition of two-three aided staff as members in IQAC 2021-22 for better work during NAAC/AQAR preparation. The need and importance of Steering Committee was emphasized for NAAC process. IQAC Coordinator Farzana Chawre requested Hon'ble Management and Principal to depute two -three IT staff to manage the technicalities of NAAC/AQAR preparation. She further requested Management to continue with



the IQAC Composition at least till the completion of this ac. year 21-22. Hon'ble Managing Trustee Mr. Ahmed Maklai Sir gave his affirmation for continuation of IQAC Composition 2021-22.

4. To analyze pending work of AQAR for ac. Year 2019-20.

IQAC Coordinator raised concern over the pending work of AQAR 19-20. Further it was pointed out that the link for revised AQAR for the academic year 2020-21 will be opened only on submission the pending documents of AQAR 19-20. Criterion I In charge was called during the meeting and instructed to submit the pending record by the end of the week.

5. To deliberate on ICT enabled classroom and college website.

Augmenting infrastructural facilities like ICT enabled classroom for effective Teaching-Learning process was taken up for discussion. Criterion IV In charge Dr Zahid Ansari suggested to have at least 50% classroom with ICT facilities. The issue of upgrading of College Website was taken up for discussion. IQAC member Mr. Firoz Rajput was delegated the task of contacting Vendors for College Website upgradation.

6. To plan for Alumni Association registration.

Realizing the need for registration of Alumni Association of the institution, IQAC Coordinator informed the initiative by Alumni Association In charge for the registration process. Hon'ble Managing Trustee Maklai Sir advised the Principal to get the registration process done at the earliest.

7. To discuss about signing of MOUs.

Hon'ble Managing Trustee informed the members to work on MOUs between the institution and industry/academic for better career and employability opportunities. Members were instructed to explore the possibilities of linkages and MOUs with regard to short term courses, research work, social work, student exchange etc.

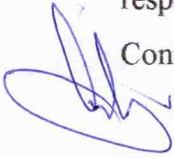


8. To discuss about conducting Audits for NAAC process.

The role and importance of Audits in NAAC process was explained by IQAC Coordinator. As suggested by Dr Ayub Shaikh Sir, there was a need for institutional planning for conducting Energy, Environment and Green Audit. IQAC Coordinator Mrs. Farzana Chawre and IQAC member Ms Misbah Shaikh were given the responsibility of bringing quotations from agencies hiring services for these audits.


9. Any other matter with the permission of the Chair.

The issue of network connectivity during On Campus Lectures was brought to the notice of the Hon'ble Management. Mr. Firoz Rajput was entrusted the responsibility of getting the vendors for upgradation of Wi-Fi / Broadband Connection within the college campus.



The meeting ended with a positive note.




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Internal Quality Assurance Cell (IQAC)

ATR of the meeting

Five Year Institutional data Submitted

AQAR 2019-20 Submitted

Alumni Association Registered

Wifi /Internet Connections installed on each floor



Char
30/11/21

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Internal Quality Assurance Cell (IQAC)

3rd Meeting Agenda 2021-22

All IQAC members are informed that 3rd Meeting of IQAC for the academic year 2021-22 will be held on 12th February 2022 at 11 .30 aril in Board Room.

Agenda

1. To read minutes of last meeting held on 30th November 2021 and get the minutes approved
2. To examine the information related to Criteria for AQAR 2020-21
3. To discuss about hiring of ERP Software Services for admission other administrative work.
4. To discuss about Annual Cultural Fest / Degree Distribution
5. To augment Research Culture find arrange FDP and National E Conference
6. Any other matter with the permission of chair

All are instructed to attend the same

Jayant
IQAC



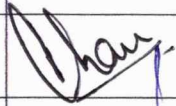


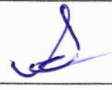
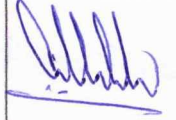


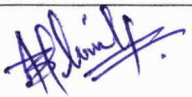
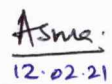



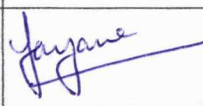
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Internal Quality Assurance Cell (IQAC)

IQAC Attendance Sheet 3rd Meeting -12th February 2021

Sr.No	Designation	Name	Sign.
1	Chairperson	Dr Parveen Khan (Principal)	
2	Member Teaching Staff	Dr Sajid Ali	
3	Member -Teaching Staff	Ms Misbah Shaikh	
4	Member-Librarian	Mrs Suvarna Chinde	
5	Management Nominee	Mr Ahmed Maklai (Managing Trustee-DRT)	
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Internal Quality Assurance Cell

Minutes 3rd Meeting – 12th February 2022

The 3rd Meeting of IQAC for the academic year 2020-21 was held on 12th February 2022 at 1.30 pm in Board Room. The meeting minutes are as follows

Item 1: To read minutes of last meeting held on 30th November 2021 and get the minutes approved.

IQAC Coordinator Mrs Farzana Chawre read the minutes of last meeting held on 30th November 2021. The minutes of the last meeting were approved by the Chairperson.

Item 2: To examine the information related to Criteria for AQAR 2020-21.

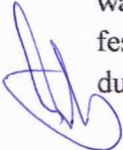
AQAR 2020-21 was placed on table for discussion. Criterion wise details were presented by the Coordinator. Suggestions from members related to data templates were noted down. It was decided to upload the AQAR 2020-21 within the stipulated time.

Item 3: To discuss about hiring ERP Software Services for admission and other administrative work

✓ IQAC member Mr Firoz Rajput emphasized the need for ERP software. It was discussed to place the list of vendors and Quotations before CDC for Approval.

Item 4 To discuss about Annual Cultural Fest /Degree Distribution

Realizing the importance of Cocurricular and extracurricular activities for students, it was discussed to instruct Cultural Committee and Forums to conduct intercollegiate fest PARVAAZ. Collaborations for academic and extension activities was discussed during the meeting. Exam In charge Dr Sajid Ali was instructed to follow University



Guidelines for Degree Distribution. It was decided to conduct the activities as per University Guidelines.

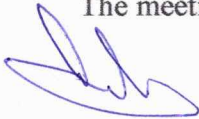
Item 5: To augment Research Culture and arrange FDP and National E Conference

IQAC Coordinator tabled the proposals for Webinar related to Research Methodology to augment research culture among staff and students. The proposal for E National Conference was also discussed. Duties were distributed for arrangements of Webinar and National E Conference. Research Committee was delegated the work of conducting the activities to augment Research culture among staff.

Item 6: Any other matter with the permission of the chair.

All Heads/In charge were instructed to complete extracurricular activities of department/Committee by first week of March 2022.

The meeting ended with a Vote of Thanks proposed by the IQAC Coordinator.



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Internal Quality Assurance Cell

Action Taken Report - 3rd Meeting -12th February 2022

Action Taken Report

- Webinar on Research Methodology conducted .
- AQAR 2020-21 draft prepared
- Guidance provide in arranging Intercollegeiate Fest PARVAAZ.
- National E Conference organizedin collaboration with Research Committee.



Char

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Internal Quality Assurance Cell

The 4th IQAC Meeting for the academic year 2021-22 will be held on 16th May 2022 at 11.30 am in Board Room.

Agenda

1. To read & get approved of minutes of last meeting held on 12th February 2022
2. To analyse the II nd Term End Exam and results process 2021-22
3. To review overall activities of the Institution
4. To analyse Feedback from Stackholders
5. To collect and Scrutinize Teachers Planner & Record Book 2021-22
6. To discuss the preparation of Academic calendar for academic year 2022-23
7. To discuss the Admission process and Prospectus for academic year 2020-22.
8. To augment IT Facilities and Career opportunities in the Campus
9. Any other matter with the permission of chair

All members are requested to be present for the meeting

Jayane
16/5/22




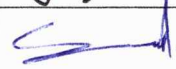
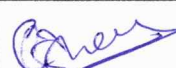





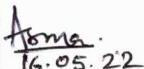
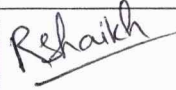


Chauhan
16/05/22
Principal
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Internal Quality Assurance Cell (IQAC)

IQAC Attendance Sheet 4th Meeting -15th May 2022

Sr.No	Designation	Name	Sign.
1	Chairperson	Dr Parveen Khan (Principal)	
2	Member Teaching Staff	Dr Sajid Ali	
3	Member -Teaching Staff	Ms Misbah Shaikh	
4	Member-Librarian	Mrs Suvarna Chinde	
5	Management Nominee	Mr Ahmed Maklai (Managing Trustee-DRT)	
6	Office Superintendent	Mr Firoz Rajput	
7	Nominee from local Society	Mr Shahid Mirza	
8	Student	Ms Zainab Khan	
9	Ex- Student Member	Ms Asma Choudhary	 Asma. 16.05.22
10	Member from Employer	Mr Ali Raja Haryani	
11	Member from Industry	Mr Rafiq Hanif Shaikh	
12	Member from Stakeholder	Dr Riyazuddin Z.Khan	
13	IQAC Coordinator	Mrs Farzana N.Y.Chawre	 Farzana 16/05/22



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Minutes 4th Meeting - 16th May 2022

The 4th Meeting of IQAC for the academic year 2021-22 was held on 16th May 2022 at 11.30 am, The meeting minutes are as follows

Item 1: To read and get approval of minutes of last meeting held on 12th Feb 2022

The minutes of last meeting held on 12th February 2022 were read by the Coordinator. The meeting minutes were approved by the Chairperson.

Item 2: To analyse the II nd Term End exam and results process 2021-22.

It was discussed that since University has instructed the college to promote students to next class with consolidated grade sheets of the Semester II/IV Results. It was resolved that the IQAC will recommend the finalization of Vendor for conducting Sem VI University Exams in the upcoming CDC meeting.

Item 3: To review overall activities of the Institution.

IQAC decided to guide and instruct all Committees /Forum /Dept. to submit the Year Plan & Budgets 2021-22 for smooth conduct of activities ahead. Staff meeting was conducted to interact with staff members and take their suggestions for panning of next academic year. It was decided to put forth the suggestion to CDC for hiring services for conducting Audits for the next upcoming academic year.

Item 4: To analyse Feedback from Stakeholders.

Feedback Analysis of Stakeholders was taken up for discussion. Principal was informed about the feedback of students during QC meeting related to subjects in all streams.

Item 5: To Scrutinize Teachers Planner & Record Book 2021-22.



Duties to Scrutinise the Teachers Planner and Record book 21-22 were allotted among IQAC members. The Coordinator guided the members for scrutinizing the record books and if needed give suggestions to respective subject teacher for quality improvement.

Item 7: To prepare tentative Academic calendar for academic year 2022-23.

Principal instructed to all Head to submit tentative Year plan 2022-23 to IQAC. Accordingly IQAC was instructed to make the draft Academic Calendar 2022-23 including activities as per University of Mumbai and State Government Circulars. Suggestions from members were noted down. Further it was decided to place Academic Calendar 2022-23 before CDC and display on website once approved.

Item 6: To plan for ISO Audit and NAAC 2nd Cycle process.

IQAC member Ms Misbah Shaikh informed about upcoming ISO Audit. Duties were allotted to staff members for ISO Audit. Members also discussed the need to start preparation for need for upcoming NAAC 2nd Cycle. It was decided to put forth the proposal for conducting external audit and other audits related to NAAC in the CDC meeting.

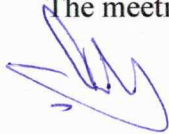
Item 8: To augment IT facilities and Career Placement in the Campus.

It was decided to put forth the suggestion to CDC hiring of services for Career Placement. Principal explained how the augmentation and planning for Career Placement will help in the overall development of the institution.

Item 9: Any other matter with the permission of the chair.

IQAC Member and Registrar Mr Firoz Rajput about Updation of College Website. Principal informed all Heads and In charge to post important notices through college websites

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



Principal
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Internal Quality Assurance Cell(IQAC)

Action Taken Report -4th Meeting 15th May 2022

Teachers Planner and Record Book Scrutinised

Feedback Analysed

AQAR 20-21 Submitted

Rough Draft of Academic Calendar 2022-23 prepared

Cham
16/05/22



Principal
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