

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

KAUSA, MUMBRA  
Permanently Affiliated to University of Mumbai  
ACCREDITED BY NAAC WITH "B++" GRADE  
ISO Certified 9001:2015

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**College Development Committee 2021-2022**

College Development Committee meeting will be held on Tuesday, 21<sup>st</sup> September, 2021 at 12.30 pm in Conference Room.

**Agenda**

1. To read the minutes of last meeting dated 22<sup>nd</sup> June 2021 and get approval for the same.
2. To propose and get approval for hiring of Services and Guidance for NAAC process.
3. To discuss College Website development
4. To review First Year Admission record 2021-22.
5. To approve Add On/Short Term Courses for ac. year 2021-22
6. To discuss about repair and maintenance of Infrastructure.
7. To discuss about upgradation of Infrastructural facilities.
  - a. Requirement of additional Classrooms on 6<sup>th</sup> Floor (Terrace) for new Courses
  - b. Smart Classrooms
  - c. Cupboards
  - d. Printers
  - e. 30 Computers
  - f. Uninterrupted Net/Cable Services
8. To discuss about purchase of ERP Softwares for Administration/Academic/Exam. Management System
9. To propose order of Books and Journal Subscription in College Library for ac. year 2021-22
10. Suggestions from IQAC
  - a) Encourage Research Culture
  - b) Welfare Schemes for Staff
  - c) Welfare Schemes for Students
  - d) Industry-Academic Linkages
  - e) Increase in Co-curricular and Extension Activities
11. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.



**Principal**  
**(Ex-Officio Secretary)**





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**Minutes of College Development Committee 2021-2022**

College Development Committee meeting was held on Tuesday, 21<sup>st</sup> September, 2021 at 12.30 pm in Conference Room. The meeting was chaired by Hon'ble Managing Trustee Mr Ahmed Maklai Sir. The Minutes of the meeting are as follows:

**Item No 1: To read the minutes of last meeting dated 22<sup>nd</sup> June 2021 and get approval for the same.**

I/C Principal Mrs Arjumand Rawal read the minutes of the last meeting dated 22<sup>nd</sup> June 2021. After a brief discussion the minutes were accepted and approved by all the members.

**Item No 2: To propose and get approval for hiring of Services and Guidance for NAAC process.**

Realising the importance of preparation for 2<sup>nd</sup> Cycle of NAAC process by the institution which is due in next academic year, it was suggested to hire Services and Guidance by experts from the Cluster and University. Proposals from members of IQAC Cluster and In pods were placed and reviewed.

**Item No 3: To discuss College Website development**

It was brought to the notice of all the members that College Website was to be updated and upgraded for better functioning and interaction with all the stakeholders of the institution.

**Item No 4: To review First Year Admission record 2021-22.**

The admission process (21-2022) to all First Year Classes was explained by CDC member and admission Incharge Mrs Arjumand Siddiqui. Hon'ble Trustee Mr Ahmed Maklai Sir enquired about past admission record. It was decided to workout on the strategies to improve and increase the student strength. Mode of Payment for online admission process of First year was discussed and finalized.

**Item No 5: To approve Add On/Short Term Courses for ac. year 2021-22**

The I/C Principal briefed about the benefits of Add on /Short term courses for the academic year 2021-22.



**Item No 6: To discuss about repair and maintenance of Infrastructure.**

Mr Firoz Rajput, CDC Member and Registrar, put forward the requisite for repair and maintenance of Infrastructural facilities of the institution. After discussion it was decided to go ahead with the repair work in Classrooms and Campus in a phased manner.

**Item No 7: To discuss about upgradation of Infrastructural facilities.**

Realising the need for upgradation of Infrastructural facilities during post Pandemic period, Mr Firoz Rajput requested the members for installation of additional Classrooms, Cupboards, Printers, Computers, ICT facilities in the institution. It was decided to ask for Quotations from Vendors of required items before finalization.

**Item No 8: To discuss about purchase of ERP Softwares for Administration/Academic/Exam. Management System.**

I/C Principal placed before the CDC members the prerequisite of ERP Softwares for Administration/Academic/Exam. Management System. It was decided to Collect Quotations and arrange Demo. meetings before hiring of these ERP System

**Item No 9: To propose order of Books and Journal Subscription in College Library for ac. year 2021-22**

The proposal for reference books and Journal subscription in College Library for academic year 2021-22 was tabled during the meeting. It was suggested to subscribe online journals for students and staff.

**Item No 10: Suggestions from IQAC**

IQAC Coordinator put forth the suggestions for quality enhancement of the institution. It was discussed and approved to arrange workshop/Webinar on Research Paper Writing to encourage research culture among staff. Welfare Schemes for Staff and Students were placed before the members. It was resolved to continue the Book Bank facilities for students for the academic year 2021-22. It was decided to increase the number of events and programmes which will promote Industry-Academic Linkages. Suggestion placed by members to conduct extra curricular and extension activities students and society was noted down.

The meeting ended with a Vote of Thanks proposed by Mrs Farzana Chawre.



Chairperson



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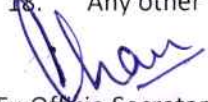
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This is to inform that CDC Meeting of DRT'S A. E. Kalsekar Degree College will be held on 21<sup>st</sup> December 2021 at 11.30 a.m. in College Board Room to transact the following business.

**Agenda**

1. To read the minutes of the last Meeting held on 21<sup>st</sup> September 2021.
2. Disposal of scrap & E-waste from Exam Department / Library / Store room.
3. Disposal of Administration & Accounts files from 2001 to 2016 after maintaining of soft copy.
4. Finalization of webpage / ERP/ Consultant of NAAC.
5. To discuss setting up of College canteen.
6. To discuss the disposal of computer's scrap.
7. To discuss the upgrading of 35 computers required for IT department as per the syllabus.
8. To finalize the quotation of projectors.
9. To setup new exam room & NAAC room in ground floor.
10. To finalize the staff welfare schemes of Insurance & Credit Society.
11. To propose the start of short term courses.
12. To sanction Conference budget.
13. To buy Computers & printers in aided , un-aided staff room and research room.
14. To Purchase Air conditioner in Exam room / NAAC room / Research room.
15. To discuss action taken from October to December 2021.
16. To present & get approval of Aided staff leaves for the calendar year 2021.
17. To place IT Policy for approval.
18. Any other matter with consent of Chairperson.

  
Ex-Officio Secretary

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**College Development Cell 2021-2022**

**Attendance Sheet**

Date :- 21/12/21

Designation	Name	Sign
Chairperson (or Nominee)	Mr. Sadiq Hawa	
Secretary (or Nominee)	Mr. Ahmed Maklai	
Head of The Dept .	Mrs Arjumand Siddiqui	
Teacher Members	Dr. Sajid Ali	
	Mrs.Farah Khan	
	Ms Misbah Shaikh	
Non Teaching Member	Mr.Firoz Rajput	
Four Local Members		
1. Education	Mr Javed Akhtar	
2. Industry	Mr. Salauddin Pathan	
3. Research	Dr Faiz Y. Peyami	
4. Social service	Mr Rehan Rizvi (Alumni)	
IQAC Coordinator	Mrs.Farzana Chawre	
Students Council Secretary	Ms Shifa Dalvi	
I/C Principal (Member – Secretary )	Dr Parveen Khan	



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**Minutes of CDC Meeting on 21<sup>st</sup> December 2021**

CDC Meeting was conducted on 21<sup>st</sup> December 2021 under the chairmanship of hon'ble Mr. Ahmed Maklai Sir. The following discussion and resolutions were passed in the CDC meeting.

- ✓ 1. **Signing of Minutes** – Dr. Parveen Khan read the minutes of the last minutes which was unanimously approved and signed by the participants.
- ✓ 2. **Disposal of scrap and e-waste** – Mr. Firoz Rajput was given the responsibility to supervise the systematic disposal of scraps and e-waste from respective departments, library, storeroom and others
- ✓ 3. **Disposal of administrative and account files** - It was resolved that Mr. Firoz Rajput, after retaining the scanned copies will follow the procedure disposal of last 10yrs file disposal.
- ✓ 4. **Finalization of webpage and ERP** - It was resolved that the making and maintaining of College website contract be given to Whitecode Technology Solution and that of ERP be given to Master soft
- ✓ 5. **Setting of College canteen**- It was decided that the canteen be shifted in the open auditorium.
- ✓ 6. **Disposal of Computer Scrap**- IT department Incharge Mrs Archana was instructed to follow the proper process of disposal in consultation with Mr. Feroz Rajput the office supritendent.
- ✓ 7. **Upgrading of Computers**- It was resolved to upgrade IT computer as per the syllabus requirements of IT students
- ✓ 8. **Purchase of Projectors**- Quotation of X-pert IT solution was approved for buying eight projectors.
- ✓ 9. **Shifting of Exam and NAAC Room**- It was decided that the Exam and Naac rooms be shifted in the college basement for upgrading accommodation.
- ✓ 10. **Staff Welfare Scheme** – The Staff welfare sccheme proposal was presented by Mr Feroz Rajput but was postponed for the future date.



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- ✓ 11. **Starting of Short term courses-** Short term course in Personality Development, Soft-Skill Enhancement, Research Methodology and any one course from IQAC cluster was approved.
- ✓ 12. **Conference budget-** Conference budget proposed by Prof. Shrivastav was approved in the meeting.
- ✓ 13. **Purchase of computers and air conditioners-** The proposal to install computers in aided and unaided staff room was approved and also to install AC in exam room was sanctioned.
- ✓ 14. **Leave Approval** – Special Handicapped Medical leave was approved Of Mrs Nasreen Kolhar and Child Care Leave of Mrs Farzana Chawre by the Management and instructions were issued to follow the procedure through the Joint Directors Office.
- ✓ 15. **Creation of HoD system** – It was resolved that henceforth the HOD system be created and followed as per the Mumbai University directives.
- ✓ 16. **IT Policy-** College Information & Technology (IT) Policy proposed by IT HoD Mrs Archana Mishra was approved in the meeting.
- ✓ 17. **NAAC** – NAAC budget presented by IQAC incharge was accepted by the committee .
- ✓ 18. The meeting concluded on **vote of thanks** proposed by the Principal.



**Chairperson**

**Mr. Ahmed Maklai**



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**ATR of CDC Meeting on 21<sup>st</sup> December 2021**

- ✓ 1. Scrap and e-waste disposed
- ✓ 2. Webpage and ERP finalised
- ✓ 3. Setting of College Canteen
- ✓ 4. Purchase of computers and Air conditioners
- ✓ 5. Purchase of Projectors
- ✓ 6. Leave Approval
- ✓ 7. Creation of HoD system.
- ✓ 8. IT Policy Finalised

  
Chairperson

Mr. Ahmed Maklai



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**College Development Cell 2021-2022**

Members are hereby informed that C.D.C meeting will be held on 15<sup>th</sup> March 2022 in the college board room at 11am. All the members are requested to review the agenda and prepare for the same.

**Agenda**

- ✓ 1. To submit AQAR for the academic year 2020-2021.
- ✓ 2. To discuss, students request to issue two books at a time in Self-finance Courses.
- ✓ 3. To discuss recruitment of teachers in third year BAF
- ✓ 4. To discuss the dates of auditing as per NAAC requirement.
- ✓ 5. Any other matter with permission of the chairman.
6. Vote of thanks

  
I/C Principal



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**College Development Cell 2021-2022**

**Attendance Sheet**

Date :- 15/03/22

Designation	Name	Sign
Chairperson (or Nominee)	Mr. Sadiq Hawa	
Secretary (or Nominee)	Mr. Ahmed Maklai	
Head of The Dept .	Mrs Arjumand Siddiqui	
Teacher Members	Dr. Sajid Ali	
	Mrs.Farah Khan	
	Ms Misbah Shaikh	
Non Teaching Member	Mr.Firoz Rajput	
Four Local Members		
1. Education	Mr Javed Akhtar	
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IQAC Coordinator	Mrs.Farzana Chawre	
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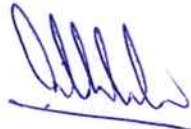
**College Development Cell 2021-2022**

**Minutes of CDC Meeting**

The College Development meeting was conducted on 15<sup>th</sup> March 2022 and the following resolutions and discussion took place.

1. Welcoming of Members- Mrs. Farzana Chawre welcomed the participants with a pleasant note to set the tone of the meeting.
2. Signing of Minutes- The minutes of the last meeting was presented by Dr. Parveen Khan and signed by the members.
3. AQAR of 2020-2021- Mrs. Farzana Chawre, incharge of college IQAC discussed the AQAR documentation process and procedure to be followed by the Criteria incharge in the second NAAC cycle.
4. Library- The librarian reviewed the library working and also orally proposed students demand to issues 2 books instead of 1 in traditional courses. After reviewing the non-availability of extra stock this year, the subject was postponed for future.
5. NAAC audit – It was unanimously resolved that NAAC auditing be conducted for Environment, Energy and Green audit by IQAC through inviting the auditors for the same.
6. Appointment of Principal – Mr. Ahmed Maklai, directed Mr. Firoz Rajput to initiate the process of appointing selection committee for appointment of new Principal.
7. Vote of Thanks- Dr. Parveen Khan proposed the vote of thanks



  
Chairperson/Nominee  
Mr Ahmed Maklai

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**College Development Cell 2021-2022**

Action taken Report of CDC meeting Conducted on 15<sup>th</sup> March 2022

- ✓ 1. AQAR 2020-21 uploaded successfully on NAAC portal
- ✓ 2. Green/Environment /Energy Audit Conducted
- ✓ 3. Process for Appointment of Regular Principal completed

  
Chairperson

