



**DAAR UL REHMAT TRUST'S**  
**A.E. KALSEKAR DEGREE COLLEGE**  
Kausa Mumbra  
(Permanently affiliated to the University of Mumbai)  
NAAC Accredited: B++ Grade - ISO Certified 9001:2015

**MEETING NO- 1**

All the IQAC members are hereby requested to attend the first meeting on 12<sup>th</sup> July 2022, from 12 noon onwards in a college boardroom.

The following points will be discussed in the meeting-

**AGENDA:**

1. To read out the minutes of the last meeting.
2. To deliberate on the AQAR submission for the academic year 20-21.
3. To discuss the quality audits as NAAC requirement.
4. To discuss on Academic committees and finalize the same.
5. To discuss the admission circular for the first-year admissions and work accordingly.
6. To discuss quality initiatives for the academic year to be organized by IQAC.
7. To decide the date of the next meeting.
8. Any other matter with the permission of the chair.
09. Vote of thanks.

**IQAC Coordinator**



**Principal**

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**MINUTES:**

Minutes of the IQAC Meeting held on July 12<sup>th</sup>, 2022.

The IQAC meeting was convened on 12<sup>th</sup> July 2022 by Mr. Sanjay Kalekar, the IQAC coordinator. The following key points were discussed and resolved during the session:

**Items:**

1. Meeting Commencement and Review of Previous Minutes

Mr. Sanjay Kalekar initiated the meeting by providing a detailed overview of the minutes from the last meeting.

2. Discussion and Finalization of AQAR for 2020-2021:

The submission of the Annual Quality Assurance Report (AQAR) for the academic year 2020-2021 was thoroughly discussed and ultimately concluded.

3. Implementation of Audits by NAAC Requirements:

The IQAC together decided to conduct audits to meet the accreditation requirements set by the National Assessment and Accreditation Council (NAAC).

4. Formation of Academic Committees:

A resolution was passed to establish academic committees, with a commitment to finalizing the composition within the stipulated time frame.

5. Admission Procedures for First and Second-Year Students:

The decision to commence the admission process for first and second-year students starting in June was made, with designated members entrusted with the responsibilities associated with this task.

6. Qualitative Initiatives for the Academic Year;

The IQAC outlined plans to organize qualitative initiatives for the upcoming academic year, focusing on enhancing educational standards.



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**7. Setting Dates for the Next Meeting;**

The group finalized the dates for the subsequent meeting, ensuring continued collaboration and progress.

**8. Unresolved Matters;**

Any unresolved matters or issues that require further attention were acknowledged for subsequent consideration.

**9. Expression of Gratitude and Vote of Thanks:**

Concluding the meeting, IQAC Coordinator, Mr. Sanjay Kalekar expressed gratitude to the attendees and delivered a vote of thanks, summarizing the key discussions and outcomes.

These minutes are hereby approved and recorded.

**IQAC Coordinator**



**Principal**

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**ACTION TAKEN REPORT:**

The IQAC after the meeting systematically conveyed the planning and execution of the work to the concerned departments and instructed them to comply with the requirements. The finalization of AQAR for the academic year 2020-2021 was taken up and completed by the IQAC. The required quality audits were undertaken and completed. The admissions process and committee formation for the beginning of the academic year were completed as discussed in the meeting. Academic calendar preparation was undertaken by the IQAC and completed within the timeframe.

**IQAC Coordinator**



**Principal**

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**MEETING NO- 2**

All the IQAC members are hereby requested to attend a second meeting on 13<sup>th</sup> December 2022, at 12 pm onwards in a college boardroom.

The following points will be discussed in the meeting-

**AGENDA**

1. To read out the minutes of the last meeting.
2. To deliberate on the mid-term compliance from respective departments.
3. To discuss the results of the examination held in October for Sem 1,3,5.
4. To discuss magazine publication.
5. To discuss and finalize the date of the young researcher's publication.
6. To discuss and finalize the dates for IIQA submission
7. To decide the date of the next meeting.
8. Any other matter with the permission of the chair.
9. Vote of thanks.

  
IQAC Coordinator



  
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**MINUTES:**

Minutes of the IQAC Meeting held on 13<sup>th</sup> December 2022:

The IQAC meeting was convened on 13 December 2022 by Mr. Sanjay Kalekar, the IQAC coordinator. The following key points were discussed and resolved during the session:

**Items:**

1. Meeting Commencement and Review of Previous Meeting Minutes:

Mr. Sanjay Kalekar initiated the meeting by presenting a summary of the minutes from the last meeting held on 19<sup>th</sup> July 2022.

2. Mid-Term Compliance Reports from Departments:

A directive was issued for all departments to submit mid-term compliance reports within the specified timeframe.

3. Discussion on Student Performance in Term I:

The meeting delved into a comprehensive discussion regarding the performance of students in Term I, conducted in October, covering Semesters I, II, and III.

4. Publication Planning: College Magazine:

Collaborative decisions were made by the IQAC and Magazine Committee regarding the publication date for the college magazine.

5. Publication Planning: Young Researcher Publication:

The IQAC and Research Committee jointly determined the publication date for the **Young Researcher** publication.

6. Finalization of IIQA Submission Dates:

Agreement was reached on the submission dates for the Institutional Internal Quality Assurance (IIQA) process.



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**8. Setting Dates for the Next Meeting:**

The group concluded by establishing the date as 21<sup>st</sup> March 2023 for the subsequent meeting to ensure ongoing coordination and progress.

**9. Unresolved Matters:**

Any outstanding issues or matters that necessitate further attention were acknowledged for future consideration.

**10. Expression of Gratitude and Vote of Thanks:**

Concluding the meeting, IQAC Coordinator, Sanjay Kalekar expressed gratitude on behalf of the attendees and delivered a vote of thanks, marking the conclusion of the discussions.

These minutes are hereby approved and officially recorded.

**IQAC Coordinator**



**Principal**

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**ACTION TAKEN REPORT:**

The meeting minutes were conveyed to the concerned departments, committees, and the IQAC.

The IQAC immediately obtained feedback from the stakeholders and analyzed for the further course of action. The departments were instructed to comply with the syllabus and other related records to the IQAC. The magazine committee and Research cell were asked to undertake the work of the Magazine and young researchers' book in the given timeframe. IQAC took the plan of action for preparing IQA preparation for the NAAC Cycle 2.

  
**IQAC Coordinator**



  
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**MEETING NO- 3**

All the IQAC members are hereby requested to attend a third meeting on 21<sup>st</sup> March 2023 from 12 p.m. onwards in a college boardroom.

The following points will be discussed in the meeting-

**AGENDA:**

1. To read out the minutes of the last meeting.
2. To discuss and invite all compliances from the respective departments.
3. To discuss upcoming NAAC formalities such as SSR and Infrastructure
4. To discuss on research publication.
5. To discuss Committees required for SSR writing.
6. To discuss and finalize the full schedule for NAAC.
7. To decide the date of the next meeting.
8. Any other matter with the permission of the chair.
9. Vote of thanks.

  
IQAC Coordinator



  
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**MINUTES:**

Minutes of the IQAC Meeting 21<sup>st</sup> March 2023

The IQAC meeting was convened on 21<sup>st</sup> March 2023 by Mr. Sanjay Kalekar, the IQAC coordinator. The following key points were discussed and resolved during the session:

**Items:**

1. Meeting Commencement and Review of Previous Meeting Minutes:

Mr. Sanjay Kalekar initiated the meeting by presenting a recap of the minutes from the last meeting held on 13th December 2022.

2. Mid-Term Compliance Reports from Departments:

A directive was issued for all departments to submit mid-term compliance reports within the specified timeframe.

3. Submission Deadline for SSR and Infrastructure Upgrade Decision:

The meeting deliberated on setting the deadline for the submission of the Self-Study Report (SSR). Additionally, the management decided to enhance the college infrastructure.

4. Publication Planning: Research Papers:

Collaborative decisions were made by the IQAC and Research Committee regarding the publication date for research papers.

5. Committee Formation for SSR Writing:

A dedicated committee for writing the Self-Study Report (SSR) was formed, and members were tasked with completing the writing within the stipulated time.

6. Finalization of NAAC Peer Visit Schedule:

The Management concluded discussions on the final schedule for the upcoming NAAC Peer visit, ensuring all necessary preparations were in place.





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8. Setting Dates for the Next Meeting:

The group established the dates for the subsequent meeting, ensuring continued coordination and planning.

9. Unresolved Matters:

Any outstanding issues or matters requiring further attention were acknowledged for future consideration.

10. Expression of Gratitude and Vote of Thanks:

Concluding the meeting, IQAC Coordinator, Mr. Sanjay Kalekar expressed gratitude on behalf of the attendees and delivered a vote of thanks, marking the conclusion of the discussions.

These minutes are hereby approved and officially recorded.

  
IQAC Coordinator



  
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**ACTION TAKEN REPORT:**

The IQAC reported the discussed matters to the stakeholders for completion of the work discussed in the meeting. The IQAC undertook the work of SSR writing as discussed and complied with the documentation needed for NAAC. Infrastructural work for the extension of the college's 6<sup>th</sup> floor was undertaken by the management and completed within the given timeline. Management, the principal, and IQAC also deliberated on the final PEER TEAM VISIT dates finalization from our side so to keep everything ready for the NAAC.

  
IQAC Coordinator



  
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