



**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

**Date: 19<sup>th</sup> June 2023**

**Notice**

**IQAC MEETING**

All the IQAC members are hereby informed and requested to attend the first meeting of IQAC on 27th June 2023 at 12.00 pm onwards in the College Board Room. (Ground Floor.)

The following points will be discussed in the meeting:

**AGENDA:**

1. To welcome the IQAC members.
2. To read out the minutes of the last meeting.
3. To Organize an FDP and Guidance sessions for submission of SSR on time.
4. To update Infrastructure following NAAC requirements in the given timeline mentioned in the earlier meeting.
5. To discuss the admission schedule and process for the first years.
6. The Quality Audits to be done in the given time.
7. To discuss the research publications both for students and teachers and to bring a plan out on this.
8. To discuss the beautification of campus as part of NAAC preparation.
9. Any other matter with the permission of the chair.
10. Vote of thanks.

*[Handwritten Signature]*  
19/06/2023



*[Handwritten Signature]*  
19/6/2023  
Principal  
DAAR-UL-REHMAT TRUST'S  
A.E. KALSEKAR DEGREE COLLEGE  
Kausa, Mumbra, Thane - 400 612

## Minutes

**Minutes of the meeting held on 27th June 2023 at 12.00 pm onwards in the College Board Room.**

**Item no. 01:** Mr. Sanjay Kalekar formally welcomed the management Representatives, members from the industry, society, academics, students, NGO, and alumni.

**Item no. 02:** The last meeting minutes were read by Dr. Farzana and were confirmed.

**Item no. 03:** The FDP and Guidance sessions for NAAC were decided. Dr. Iqbal and Dr. Anwar Shaikh are to be called for the said FDP and guidance on the NAAC process, Quantitative metrics, and Filling SSR.

**Item no. 04:** Upgrading the infrastructure like the Lift, HOD cabins, and Toilets was resolved and the work progress was checked by the management and Principal.

**Item no.05:** The admission through ERP was resolved. The admission committee was instructed to follow the admission schedule of the university along with merit lists. The time for the admission was decided and resolved.

**Item no:** 06: The quality Audits as a requirement of NAAC were done in the given time frame.

**Item no. 07:** Dr Sajid Hundekar sir proposed for the Publication. Every year our college brings out the YOUNG RESEARCHERS book with ISBN no. The teaching staff publications were also supported by our management with a 50% contribution of the money required for the publications. However, the plan was discussed in the meeting and the required were provided by the management on time.

**Item no. 08:** The campus beautification was discussed and the action plan with a teachers committee was provided to execute the work. Along with the Green and Nature Club of the college, the task was undertaken ahead.

**Item no. 09:** In any other matter discussion, Management proposed for the NAAC to be prioritized and all the required duties to be given to the teachers as well as non-teaching. Principal Sir immediately followed the action plan further.




**Item no. 10:** Mr Sanjay Kalekar, IQAC coordinator proposed the vote of thanks.

**ACTION TAKEN REPORT:**

The above-assigned tasks were completed on time. Each of the staff members executed the duties in the given timeline. The NAAC work was taken as a priority and all the above-discussed items were completed in the timeframe of the NAAC dates.

  
28/06/2023  
**IQAC Coordinator**

  
28/6/2023  
**Principal**  
**DAAR-UL-REHMAT TRUST'S**  
**A.E. KALSEKAR DEGREE COLLEGE**  
Kausa, Mumbra, Thane - 400 612





DAAR-UL-REHMAT TRUST'S

# A.E. KALSEKAR DEGREE COLLEGE



(Permanently Affiliated to University of Mumbai)

Accredited by NAAC with A Grade (CGPA : 3.25) ISO certified 9001:2015

Next to Kalsekar (GHC) Hospital, "Y Junction", Kausa, Mumbra, Thane - 400612. Contact : 77188 49040/8928810320

Website : <https://aekalsekarcollege.ac.in> - E-mail ID : [admin@aekalsekarcollege.ac.in](mailto:admin@aekalsekarcollege.ac.in) / [principal@aekalsekarcollege.ac.in](mailto:principal@aekalsekarcollege.ac.in)

Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

Dt: 27/06/2023

## Attendance for IQAC Meeting

| Sr. No | Name                       | Designation                       | Sign |
|--------|----------------------------|-----------------------------------|------|
| 01.    | Mr. Ahmed Maklai           | Chairman of Trust                 |      |
| 02.    | Mr. Haji Rehmatullah Patel | Trustee Representative            |      |
| 03.    | Dr. Sajid Hundekar         | Principal                         |      |
| 04.    | Dr. Farzana N.Y. Chawre    | Vice Principal                    |      |
| 05.    | Mrs. Arjumand S. Siddiqui  | Vice Principal / NAAC Coordinator |      |
| 06.    | Dr. Zahid H. Ansari        | Vice Principal                    |      |
| 07.    | Mr. Sanjay Kalekar         | IQAC Coordinator                  |      |
| 08.    | Dr. Sajid Ali.             | IQAC Coordinator                  |      |
| 09.    | Ms. Parinta Kumari         | Member from Teaching              |      |

IQAC Coordinator



Principal  
DAAR-UL-REHMAT TRUST'S  
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Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

| Sr. No | Name                  | Designation               | Sign |
|--------|-----------------------|---------------------------|------|
| 10.    | Ms. Ansari Shahista   | Member from Teaching      |      |
| 11.    | Mrs. Ansari Saba      | Member from Teaching      |      |
| 12.    | Nitesh Pradeep Patel  | Member from Teaching      |      |
| 13.    | Mr. Firoz Rajput      | Member from Non- Teaching |      |
| 14.    | Dr. Meraj F. Zariwala | Member from Industrialist |      |
| 15.    | Mrs. Khairunnisa      | Member Parents            |      |
| 16.    | Ms. Mehjabeen Bamne   | Member Society            |      |
| 17.    | Ms. Tauqeer Fatima    | Member Alumini            |      |
| 18.    | Ms. Sayma Daware      | Student Representative    |      |

IQAC Coordinator



Principal

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Kausa Mumbra, Thane



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email : [aekalsekarcollege@yahoo.com](mailto:aekalsekarcollege@yahoo.com)

Tel. (O) 77188 49040

[principal@aekalsekarcollege.ac.in](mailto:principal@aekalsekarcollege.ac.in)

Ref. No. AEKC/308/2023

Date 29/12/2023

## Notice

All the members of IQAC of DRT's A. E. Kalsekar Degree College are hereby informed and requested to attend the second meeting of the academic year 2023-2024. The meeting is scheduled on Thursday 4<sup>th</sup> January 2024, in the college board room from 12 p.m. onwards. Kindly make your time convenient to remain present for the meeting.

The following points will be discussed in the meeting.

### AGENDA

1. To read out the minutes of the last meeting.
2. To welcome the new members of IQAC
3. Discuss competitive examination book purchases along with a specific section for competitive examinations in the library.
4. To organize FDP both for teaching and non-teaching on varied subjects. (IPR, AI, CAS, RM, CO, PO Attainment, Paperless office documentation, etc.)
5. To deliberate on the fully equipped auditorium to be built soon.
6. To discuss on a soundproof recording studio for college.
7. To organize a two-day FDP for non-teaching staff dedicated to Scholarship to be conducted by the specialists.
8. To discuss the teaching staff who are eligible to apply for Ph.D. guideship in the university.
9. To obtain and augment college research funds.



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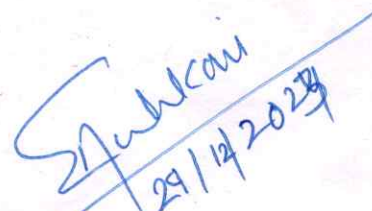
Ref. No: AERC/308/2023

Date 24/02/2023

10. To discuss on the funds required for IQAC quality initiatives.
11. To purchase disabled-friendly equipment such as BRAIL in the library.
12. To deliberate on rainwater harvesting.
13. To discuss placement-related initiatives.
14. To appoint a female trainer for gymkhana.
15. To discuss the QUALITY CIRCLE initiative by the college to be registered for the coming NAAC cycle.
16. To discuss the composition of statutory committees as per the UGC guidelines.
17. To deliberate on the existing feedback mechanism and to revamp the methodology for revised feedback guidelines.
18. To obtain funds for the upcoming National/International conference to be organized in our college.
19. To organize Guest lectures for the students by the concerned Faculty.
20. To ponder over the NAAC recommendations and comply with them.
21. Any other matter with the permission of the chair.
22. Vote of Thanks.

  
29/12/2023  
IQAC Coordinator



  
29/12/2023

Principal  
Principal  
DAAR-UL-REHMAT TRUST'S  
A.E. KALSEKAR DEGREE COLLEGE  
Kausa, Mumbra, Thane - 400 612



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**Minutes of the IQAC Meeting – January 4, 2024**

The IQAC meeting was convened on January 4, 2024, by Mr. Sanjay Kalekar, the IQAC coordinator. The following key points were discussed and resolved during the session:

**Items:**

**1. Reading of Previous Meeting Minutes:**

Mr. Sanjay Kalekar commenced the meeting by reading the minutes of the previous meeting held on June 19, 2023.

**2. Welcome of New IQAC Members:**

Mr. Sanjay Kalekar extended a warm welcome to the new IQAC members.

**3. List and Budget for Competitive Examination Books:**

It was decided to create a comprehensive list and budget for competitive examination books, along with an increase in the number of periodicals as per the NAAC Peer Team's suggestion.

**4. FDP and Investment Awareness Program:**

The IQAC was instructed to conduct a Faculty Development Program (FDP) on Research Methodology and an investment awareness program in collaboration with the Research Committee within the next three months. Mrs. Saba Ansari was entrusted with the responsibility of implementing the Learning Management System (LMS) for paperless documentation.

**5. Auditorium Construction Timeline:**

Chairman sir, Mr. Ahmed Maklai provided a six-month timeframe for completing the auditorium construction work using the management fund until the acceptance of the PM- Usha proposal.

**6. Upgrade of Audio-Visual Room:**







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It was decided to upgrade the audio-visual room to a soundproof studio by installing additional required equipment.

**7. Guest Lecture on Scholarship Awareness:**

A guest lecture on Scholarship Awareness and Training was scheduled. Mr. Ahmed Maklai instructed the installation of an Electronic Notice Board on campus and the dissemination of pop-up messages through the ERP.

**8. Focus on PhD Recognition/Guideship:**

Aided staff were urged to pursue PhD recognition/guideship, emphasizing a focus on research with publication.

**9. Research Budget Preparation:**

Management instructed the preparation of a research budget, including funds for obtaining ISBN/or journal publication, seed money, and minor research programs.

**10. Detailed Budget for IQAC Programs:**

The IQAC was tasked with providing a detailed budget for their FDP and other programs.

**11. Infrastructure for specially Abled Students:**

College infrastructure was directed to be updated for specially-abled students, including the provision of Braille and Wheelchair facilities. Teachers were to undergo training for dealing with specially-abled students, and the appointment of an RCI-licensed counselor for counseling was emphasized.

**12. Harvesting and Utilizing Rainwater:**

It was decided to consider the received proposal for harvesting and utilizing rainwater.

**13. Tie-up with HR Agency and Call Center:**

The College Career Guidance and Placement Cell was assigned to tie up with an HR agency and call center for placement-related initiatives.





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**14. Appointment of Gym Trainers:**

Arrangements were to be made for male and female gym trainers, with finalized time slots.

**15. Quality Circle Registration:**

Trustees requested the submission of an application for Quality Circle registration. Also check out all the registration facilities, if any.

**16. Formation of Committee Members:**

It was decided to form a committee member list for Statutory Committees.

**17. Revamping Feedback Mechanism:**

By NAAC peer team suggestions, the feedback mechanism was to be revamped, with segregation for Subjects, Teachers, Students, and Alumni.

**18. Arrangement of Registration Fees:**

Registration fees were to be arranged and utilized as funds for conferences.

**19. Scheduling of Guest Lectures:**

Faculty members were directed to schedule guest lectures for their respective departments.

**20. Infrastructure Enhancements Based on NAAC Recommendations:**

Based on NAAC peer recommendations, arrangements were to be made for shoe racks, water purifiers, a prayer room, and canteen facilities.

**21. Budget Preparation for Language Lab:**

A budget was to be prepared for smart boards, computers, and headphones for the language lab. Additionally, skill development courses for English, Marathi, and Arabic were to be initiated. Dr. Meraj Sir and the management suggested starting a BSc in Home Science and developing strategies for increasing the number of students in M.Com.





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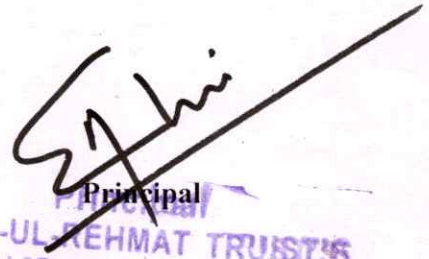
**22. Vote of Thanks:**

Dr. Zahid Ansari expressed gratitude and delivered a vote of thanks after the meeting.

These minutes are hereby approved and recorded.

  
IQAC Coordinator



  
Principal

DAAR-UL-REHMAT TRUST'S  
A.E. KALSEKAR DEGREE COLLEGE  
Kausa, Mumbra, Thane- 4006812



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Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

Dt: 04/01/2024

## Attendance for IQAC Meeting

| Sr. No | Name  | Designation                          | Sign |
|--------|---|--------------------------------------|------|
| 01.    | Mr. Ahmed Maklai                                      | Chairman of Trust                    |      |
| 02.    | <i>Ms. IQBAL VIRANI</i><br>Mr. Haji Rehmatullah Patel | Trustee Representative               |      |
| 03.    | Dr. Sajid Hundekar                                    | Principal                            |      |
| 04.    | Dr. Farzana N.Y. Chawre                               | Vice Principal                       |      |
| 05.    | Mrs. Arjumand S. Siddiqui                             | Vice Principal /<br>NAAC Coordinator |      |
| 06.    | Dr. Zahid H. Ansari                                   | Vice Principal                       |      |
| 07.    | Mr. Sanjay Kalekar                                    | IQAC Coordinator                     |      |
| 08.    | Dr. Sajid Ali.  | IQAC Coordinator                     |      |
| 09.    | Ms. Parinta Kumari                                    | Member from<br>Teaching              |      |



Principal  
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Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

| Sr. No | Name                  | Designation               | Sign |
|--------|-----------------------|---------------------------|------|
| 10.    | Ms. Ansari Shahista   | Member from Teaching      |      |
| 11.    | Mrs. Ansari Saba      | Member from Teaching      |      |
| 12.    | Nitesh Pradeep Patel  | Member from Teaching      |      |
| 13.    | Mr. Firoz Rajput      | Member from Non- Teaching |      |
| 14.    | Dr. Meraj F. Zariwala | Member from Industrialist |      |
| 15.    | Mrs. Khairunnisa      | Member Parents            |      |
| 16.    | Ms. Mehjabeen Bamne   | Member Society            |      |
| 17.    | Ms. Tauqeer Fatima    | Member Alumini            |      |
| 18.    | Ms. Sayma Daware      | Student Representative    |      |

IQAC Coordinator



Principal  
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email : aekalsekarcollege@yahoo.com

principal@aekalsekarcollege.ac.in

Ref. No. 798

Date 23/03/2024

## NOTICE

All the IQAC members are hereby requested to attend a meeting on 28<sup>th</sup> March 2024, at 11 a.m. onwards in a college board room.

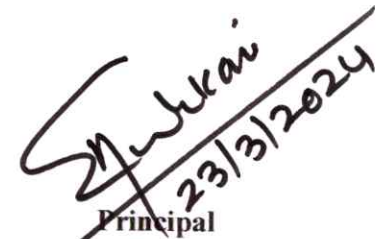
The following points will be discussed in the meeting-

### AGENDA

1. To read out the minutes of the last meeting.
2. To deliberate on the term-end compliance from respective departments.
3. To discuss the NAAC reforms introduced recently.
4. To discuss and finalize the date of the young researcher's publication.
5. To discuss and finalize the date for AQAR 2022-2023 submission.
6. To discuss the organisation of national/international conference in the month of April.
7. To deliberate on the placement drive.
8. To decide the date of the next meeting.
9. Any other matter with the permission of the chair.
10. Vote of thanks.

  
IQAC  
23/03/2024



  
Principal  
23/03/2024

Principal  
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**Minutes of the IQAC Meeting – March 28, 2024**

The IQAC meeting convened on March 28, 2024, and was presided over by Mr. Sanjay Kalekar, the IQAC coordinator. The following key points were discussed and resolved during the session:

**Items:**

**1. Reading of Previous Meeting Minutes:**

Mr. Sanjay Kalekar commenced the meeting by reading the minutes of the previous meeting held on January 4, 2024.

**2. Term End Compliance Collection:**

It was decided that term-end compliance from teachers and Heads of Departments (HOD) across various departments should be collected.

**3. Discussion on New NAAC Reforms:**

The IQAC members discussed new NAAC reforms which were introduced recently.

**4. Publication Dates:**

The IQAC along with research committee members deliberated on the date for the publication of Young Researchers.

**5. Submission of AQAR 2022-23:**

IQAC coordinator Sanjay Kalekar discussed in detail the work left to be completed in various criteria with IQAC members. The deadline for final submission of AQAR 2022-23 was decided to be 30<sup>th</sup> April.

**6. National/International E-Conference:**

It was decided unanimously to conduct the National/International E-Conferences on 23rd April 2024.

**7. Placement Drives:**

The principal along with the registrar Mr. Firoz Rajput agreed to hold two placement drives between 15th April to 28th April.

**8. Next IQAC Meeting:**

The next IQAC meeting was scheduled for the 4th week of June.





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**9. Other Matters Discussed (With permission of the chair):**

a. Allocation of PC to IQAC

It was decided to allocate one PC to IQAC for criteria work.

b. Convocation Ceremony

Finalized the Convocation Ceremony for 27th April as suggested by the exam coordinator, Dr. Zahid Ansari.

**10. Vote of Thanks:**

Ms. Shahista Ansari expressed gratitude and delivered a vote of thanks after the meeting.

These minutes are hereby approved and recorded.

**ACTION TAKEN REPORT:** the term end Syllabus compliance from the faculty was collected. As per the discussion on New NAAC reforms, the IQAC has worked on it and brought out the reforms for our institution along with certain recommendations forwarded to the CDC. The other work of Completing the young researchers' book was allotted to the research committee. The AQAR for the academic year 2023-24 is yet to open for filing, however, the documentation for the academic year is progressive from all the departments. As decided the international conference was conducted in the college. The placement drive was organized by one of our trustees and attended by our stakeholders.

Signature of IQAC Coordinator  
Date: March 28, 2024



Signature of Principal  
Principal  
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Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

Dt: 28/03/2024

## Attendance for IQAC Meeting

| Sr. No | Name                       | Designation                       | Sign |
|--------|----------------------------|-----------------------------------|------|
| 01.    | Mr. Ahmed Maklai           | Chairman of Trust                 |      |
| 02.    | Mr. Haji Rehmatullah Patel | Trustee Representative            |      |
| 03.    | Dr. Sajid Hundekar         | Principal                         |      |
| 04.    | Dr. Farzana N.Y. Chawre    | Vice Principal                    |      |
| 05.    | Mrs. Arjumand S. Siddiqui  | Vice Principal / NAAC Coordinator |      |
| 06.    | Dr. Zahid H. Ansari        | Vice Principal                    |      |
| 07.    | Mr. Sanjay Kalekar         | IQAC Coordinator                  |      |
| 08.    | Dr. Sajid Ali.             | IQAC Co-Coordinator               |      |
| 09.    | Ms. Parinta Kumari         | Member from Teaching              |      |



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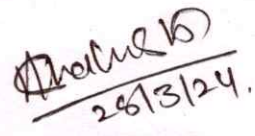
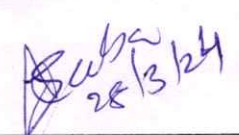
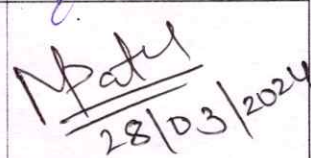



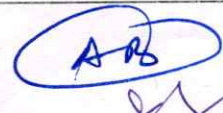
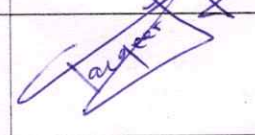
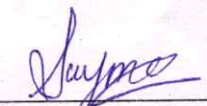
Near Bharat Gear Co., Kausa, Mumbra, Thane - 400612

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Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

| Sr. No | Name                  | Designation               | Sign   |
|--------|-----------------------|---------------------------|--|
| 10.    | Ms. Ansari Shahista   | Member from Teaching      | <br>26/3/24.    |
| 11.    | Mrs. Ansari Saba      | Member from Teaching      | <br>28/3/24     |
| 12.    | Nitesh Pradeep Patel  | Member from Teaching      | <br>28/03/2024 |
| 13.    | Mr. Firoz Rajput      | Member from Non- Teaching |               |
| 14.    | Dr. Meraj F. Zariwala | Member from Industrialist |               |
| 15.    | Mrs. Khairunnisa      | Member Parents            |               |
| 16.    | Ms. Mehjabeen Bamne   | Member Society            |               |
| 17.    | Ms. Tauqeer Fatima    | Member Alumini            |               |
| 18.    | Ms. Sayma Daware      | Student Representative    |               |



Principal  
28/3/2024  
DAAR-UL-REHMAT TRUST'S  
A.E. KALSEKAR DEGREE COLLEGE  
Kausa, Mumbra, Thane - 400 612