Date: 26/12/2022

CIRCULAR

(IQAC Meeting)

IQAC meeting is arranged on Monday 02/01/2023 at 11:00 a.m.

The agenda of the meeting is as follows:

Agenda:
1. Review of Action Taken Report of last IQAC meeting
2. Discussion about NAAC AQAR submission
3. Mentioning Institute Affiliation in Publications
4. Internship and Student Projects
5. Adding Skill Development Courses in Time Table
6. Formation of Department-wise Parent Teacher Association (PTA)
7. Roleholders Visits to Industries and Different Interactions
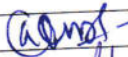8. NAAC Application for Cycle II

IQAC Coordinator

Copy to:
1. All IQAC members
2. IQAC circular file

IQAC Meeting Attendance

Date: 02/01/2023

Time: 11:00 a.m.

Sr. No.	Name of Staff	Designation	Signature
1.	Dr. J. B. Dafedar	Chairman	
2.	Mr. Mayuresh Bodake	Member	
3.	Dr. V. K. Patki	Coordinator IQAC	
4.	Dr. V. V. Bag	Member	
5.	Dr. B. K. Sonage	Member	
6.	Prof. A. S. Kashid	Member	
7.	Dr. S. B. More	Member	
8.	Prof. S. S. Dhotre	Member	
9.	Dr. S. S. Jahagirdar	Member	
10.	Dr. N. R. Patil	Member	
11.	Prof. S. D. Jadhav	Member	
12.	Prof. Irfan Mujawar	Member	
13.	Dr. V. S. Shirwal	Member	
14.	Prof. I. I. Mujawar	Member	
15.	Dr. R. R. Patil	Member	
16.	Ms. Rucha Shriram	Member	
17.	Mr. Mahesh Boramanikar	Member	
18.	Mr. S. S. Shelke	Member	
19.	Ms. Pradnya Bagul (T.Y. Mech.)	Member	
20.	Mr. Om Darak	Member	

Minutes of IQAC Meeting

Date: 02/01/2023   **Time 11:00 a.m.**   **Venue: Principal Cabin**

| Sr. No.	Issue/ Subject	Discussion and Decision	Time Limit	Responsible Person
1.	Action Taken Report of last IQAC meeting	Review of Action Taken Report based on the issues discussed and approved in the last IQAC meeting by the IQAC Chairman	Immediate	IQAC Coordinator
2.	Discussion on NAAC AQAR submission	• The date of submission of NAAC AQAR is extended up to Feb-2023. Finishing touch is to be given to all the seven criteria. • Criterion-wise discussion meetings to be planned in January 2023. All criteria coordinators are informed to keep their data ready. • All criteria coordinators are informed to study new manual of NAAC and disseminate changes of it amongst faculty members and staff.	January End	IQAC coordinator and all Criteria Coordinators
3.	Mentioning Institute Affiliation in Publications	• It's mandatory for the faculty members to mention our institute affiliation in their publications. • All faculty members to strictly follow the policy while publishing journal papers and patents.	Policy decision with immediate effect	All Faculty Members
4.	Internship and Student Projects	• All project guides of B. Tech. classes are to submit the details whether their students will be pursuing project in the industry or they will be doing in-house projects. • Students should be allowed to do project only in	Within 15 days	All B. Tech. Project Guides

		the industry where real learning is going to happen and not for CNC operator type of jobs. • All HODs to brief the details in next IQAC meeting.		
5.	Adding Skill Development Courses in Time Table	• We have successfully institutionalized soft skills and aptitude training by adding them in class time table for two hours per week. • We should also add two hours per week add-on courses for SY and TY Classes in class timetable. • The add-on courses to be conducted throughout the semester for the said classes in well planned manner.	With immediate effect	All Faculty Members and HoDs.
6.	Formation of Department-wise Parent Teacher Association (PTA)	• Every year we form PTA (Parent-Teacher Association) in every department. • All HoDs to form PTA immediately for their departments by taking two parents from each class. • All HoDs have to ensure frequent meetings of PTA in each semester.	Policy decision to be continued	All HODs
7.	Roleholders Visits to Industries and Different Interactions	• All Roleholders are informed to start visiting to the industries so that we can develop good connect with them for our placements, internships and for our overall development. • Visits to be preferably planned to the industries and institutes in the cities like Pune, Mumbai,	Immediate	All Roleholders

		Hyderabad, Bangalore etc.		
8.	NAAC Application for Cycle II	• In this Academic Year we are applying for the second cycle of NAAC by April 2023, as our term for first cycle for NAAC will be over by July 2023. • All Criteria coordinators are informed to complete their remaining work of NAAC by the end of March 2023.	March end	All Criteria Coordinators

IQAC COORDINATOR
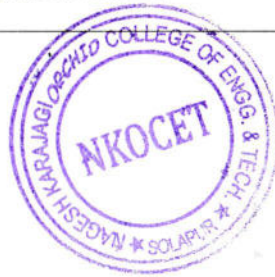
PRINCIPAL

Copy to: 1) All HoDs for implementation and circulation
 2) IQAC minutes of meeting file
 3) Hon. Principal

Action Taken Report of IQAC Meeting dated 02/01/2023

Sr. No.	Issue/ Subject	Action Taken
1.	Action Taken Report of last IQAC meeting	Review of Action Taken Report on the issues discussed in the last IQAC meeting.
2.	Discussion on NAAC AQAR submission	Criterion-wise discussion meetings have been conducted and overview of the preparations has been taken by the IQAC coordinator and the Principal. New manual of the NAAC has been referred by the concerned criteria coordinators and the relevant changes have been disseminated to all the faculty members for their knowledge update.
3.	Mentioning Institute Affiliation in Publications	The said policy decision has been conveyed to all the faculty members and the implementation of the same is being monitored by the concerned HODs.
4.	Internship and Student Projects	The data about the students' projects and internships has been collected by the respective HoDs and presented to the IQAC members.
5.	Adding Skill Development Courses in Time Table	Add-on courses for SY and TY Classes for two hours per week have been added in the class timetables. Effective running of the courses has been ensured by the concerned HoDs.

6.	Formation of Department-wise Parent Teacher Association (PTA)	PTA (Parent-Teacher Association) has been formed in each department. Discussion about the performance of students, activities conducted by the Institute, etc. has been done during PTA meetings.
7.	Roleholders Visits to Industries and Different Interactions	Roleholders have been visiting to the industries and reputed Institutes. The activity is being monitored and guided by Hon. Principal.
8.	NAAC Application for Cycle II	Frequent meetings of NAAC criteria coordinators have been conducted by IQAC coordinator and preparations related to application for NAAC cycle II have been reviewed.

IQAC COORDINATOR

PRINCIPAL

Copy to: 1) All HoDs for implementation and circulation
2) IQAC minutes of meeting file
3) Hon. Principal