



Pradnya Niketan Education Society, Pune.

**NAGESH KARAJAGI ORCHID COLLEGE OF  
ENGINEERING & TECHNOLOGY, SOLAPUR**

NAAC Accredited, Approved by AICTE, New Delhi & Affiliated to DBATU, Lonere

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Post Box No. 154, Gut No. 16, Solapur-Tuljapur Road, Tale Hipparaga, Solapur- 413 002.

Date: 31/03/2023

**CIRCULAR**

**(IQAC Meeting)**

IQAC meeting is arranged on Wednesday 05/04/2023 at 3:30 p.m.

The agenda of the meeting is as follows:

**Agenda:**

1. Review of Action Taken Report of last IQAC meeting
2. Proctor meetings and related activities
3. Induction Program For Newly Joined Faculty Members
4. Earn and Learn Scheme for students
5. Maintenance of Laboratories before the Next Academic Year
6. Finalization of academic calendar and Teaching diary
7. Planning for the visit by French University Faculty to NKO CET

  
**IQAC Coordinator**

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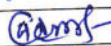

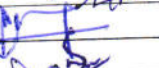


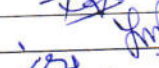
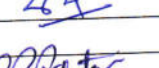
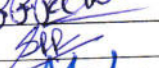
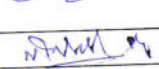









1. All IQAC members
2. IQAC circular file



## IQAC Meeting Attendance

Date: 05/04/2023

Time: 03:30 p.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	



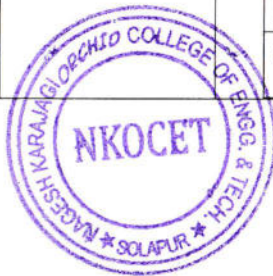
### Minutes of IQAC Meeting

Date: 05/04/2023

Time 3:30 p.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.	Proctor meetings and related activities	<ul style="list-style-type: none"> <li>All proctor teachers to take a formal meeting of their proctee batch every week.</li> <li>All proctors shall call the parents and inform parents about the attendance related SMS sent to them, overall progress and other issues, if any.</li> <li>HODs to monitor the effective implementation of the activity.</li> </ul>	Policy decision to be continued	All Proctor Teachers and HODs												
3.	Induction Program For Newly Joined Faculty Members	<ul style="list-style-type: none"> <li>Faculty induction program to be arranged for newly joined faculty members in April 2023.</li> <li>The induction program should comprise the following sessions:</li> </ul> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Sr. No</th> <th>Topic</th> <th>Resource Person</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Institute Introduction and Best Practices</td> <td>Dr. J.B. Dafedar Principal</td> </tr> <tr> <td>2</td> <td>Academic System</td> <td>Dr. N.R. Patil</td> </tr> <tr> <td>3</td> <td>Internship and T&amp;P Activities</td> <td>Dr. R.R. Patil</td> </tr> </tbody> </table>	Sr. No	Topic	Resource Person	1	Institute Introduction and Best Practices	Dr. J.B. Dafedar Principal	2	Academic System	Dr. N.R. Patil	3	Internship and T&P Activities	Dr. R.R. Patil	Within 3 weeks	All Newly Joined Faculty Members and concerned Deans
Sr. No	Topic	Resource Person														
1	Institute Introduction and Best Practices	Dr. J.B. Dafedar Principal														
2	Academic System	Dr. N.R. Patil														
3	Internship and T&P Activities	Dr. R.R. Patil														



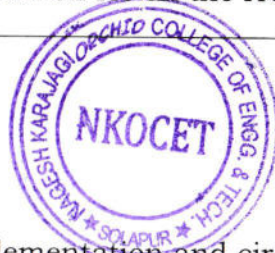


		4	Service Rules and Performance Appraisal	Prof. A.S. Kashid			
					<ul style="list-style-type: none"> <li>All Concerned faculty members to adjust their load (if any) during the scheduled slots and attend the sessions.</li> </ul>		
4.	Earn and Learn Scheme for students				<ul style="list-style-type: none"> <li>The Institute runs 'Earn and Learn Scheme' for poor and needy students.</li> <li>All HODs to invite applications from such students by the second week of April 2023.</li> <li>All HODs to conduct the interviews and shortlist the students and convey their names to the Principal for further process.</li> </ul>	Within 15 days	All HODs
5.	Maintenance of Laboratories before the Next Academic Year				<ul style="list-style-type: none"> <li>All HODs to take the review of their labs, ask the lab in charges to perform experiments and make sure that the all equipment are in working condition.</li> <li>Concerned lab in-charges to submit the proposal for the further development of the labs by following due procedure by the end of May 2023.</li> </ul>	2 months	All HODs
6.	Finalization of academic calendar and Teaching diary				<ul style="list-style-type: none"> <li>Before the commencement of new academic year, it is necessary to finalize the new academic calendar and teaching diary for maintaining various academic records by an individual faculty member.</li> <li>All the HODs, IQAC coordinator and Dean Academics should discuss and work out the details regarding the same before the start of new academic year.</li> </ul>	June 2023	HODs, IQAC coordinator and Dean Academics
7.	Planning for the visit by French				<ul style="list-style-type: none"> <li>Dr. Shriniwas Metan has presented the details of French University faculty visit to NKOCET.</li> <li>The French University PolyTech Nancy has decided to send</li> </ul>	17/04/2023	Dr. Metan and All HODs



	University Faculty to NKO CET	<p>their students to NKO CET for internship in Solar Energy domain.</p> <ul style="list-style-type: none"> <li>• Beyond this internship, PolyTech Nancy also intends to develop deeper level relationship with NKO CET in technology and research collaboration in energy domain.</li> <li>• 3 students from PolyTech Nancy will come for 3 months internship in Solar Energy domain on 21<sup>st</sup> April 2023. These French students are from Mechanical Engineering and Energy domain and studying in 4<sup>th</sup> year of their 5 years engineering program.</li> <li>• Two professors will also visit to review facilities and expertise at NKO CET and to explore further collaboration in Technology, Research, Joint projects between NKO CET and Polytech Nancy. Professors will visit us on 25<sup>th</sup> and 26<sup>th</sup> April 2023.</li> <li>• Dr. Metan to prepare template for the department presentation for all the HODs.</li> </ul>	Within one week	All HODs
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**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 05/04/2023**

<b>Sr. No.</b>	<b>Issue/ Subject</b>	<b>Action Taken</b>
1.	Action Taken Report of last IQAC meeting	Review of Action Taken Report on the issues discussed in the last IQAC meeting.
2.	Proctor meetings and related activities	Weekly meetings of the batches have been conducted by the proctor teachers and communication with the parents has been done as per the need. Effective implementation of the activity has been ensured by the concerned HoDs.
3.	Induction Program For Newly Joined Faculty Members	Different sessions of the induction program for newly joined faculty members have been conducted as per the plan.
4.	Earn and Learn Scheme for students	Shortlisting of the students based on applications and interviews has been done by each department. The names of the recommended students have been conveyed to the Principal for further needful.
5.	Maintenance of Laboratories before the Next Academic Year	Lab-wise review of the equipment and their condition has been taken by each HoD. Proposals for purchase of new equipment or maintenance of existing equipment have been prepared by the lab in-charges.
6.	Finalization of academic calendar and teaching diary	Draft of new academic calendar and teaching diary for maintaining various academic records have been prepared by Dean Academics and HoDs, IQAC coordinator. The draft has been approved





		by the Principal.
7.	Planning for the visit by French University Faculty to NKOCET	The preparations for the visit have been done by Dr. S. S. Metan. The visit of the faculty members from French University PolyTech Nancy to NKOCET was successful. Fruitful interaction with the guests about future collaborations took place during the visit.



**IQAC COORDINATOR**




**PRINCIPAL**

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