

Internal Quality Assurance Cell (IQAC)

Date: 06/06/2022

CIRCULAR – IQAC Meeting – 10th June, 2022

As consented with chairperson-IQAC, the meeting of Internal Quality Assurance Cell is scheduled on 10th June 2022 at 10 am. Following IQAC committee members are requested to attend the meeting.

Meeting Venue: Conference Room (Ground Floor)

Agenda:

1. Confirmation of the minutes of meeting of IQAC held on 10th January 2022 and action taken report.
2. Proposals for budget
3. Review and suggestions for revised booklet of service condition.
4. Any other business with the permission of chair.



Dr. Sunil Wankhade
IQAC Coordinator

Copy to: The members of the IQAC Committee.

- 1) Dr. Sanjay U. Bokade – IQAC Chairperson & Principal
- 2) Mr. Nitin Angolkar – Management Representative
- 3) Dr. Sunil B. Wankhade – IQAC Coordinator
- 4) Dr. Sanjay D. Deshmukh – Member
- 5) Dr. Kiran Chaudhari – Member
- 6) Prof. Sunil Khachane - Member
- 7) Dr. R.V. Kale - Member
- 8) Dr. S.P. Sadala – Member
- 9) Mr. Yuvraj Bedse- Member
- 10) Mr. Anant Dharmale- Member

**Minutes of the Internal Quality Assurance Cell meeting scheduled on 10th June, 2022
at 10.00 am.**

The following members were present:

- 1) Dr. Sanjay U. Bokade
- 2) Dr. Sanjay D. Deshmukh
- 3) Dr. Sunil B. Wankhade
- 4) Dr. Kiran Chaudhari
- 5) Prof. Sunil Khachane
- 6) Dr. R.V. Kale
- 7) Dr. S.P. Sadala
- 8) Mr. Subo Ghoshal
- 9) Dr. K.G. Sawarkar
- 10) Prof. R.Y. Kurne

Leave of absentee was granted for Mr. Yuvraj Bedse and Mr. Anant Dharmale.

Dr. Bokade, IQAC Chairperson and Principal welcomed all the members present for the IQAC meeting.

Item 1: Confirmation of the minutes of meeting of IQAC held on 31st January 2022 and action taken report.

Dr. Sunil Wankhade, IQAC Coordinator, read the minutes and action taken report of last IQAC meeting held on 31/01/2022. Minutes and action taken report of last IQAC meeting was confirmed by all the members unanimously.

Item 2: Proposals for budget.

Dr. Sanjay Bokade invited the suggestions from all the members about the budget parameters. Budget allocation will be done on the basis of cash inflow. There was a discussion on process of finalization of budget.

- Dr.R.V.Kale. Dean,R&D requested to make available the funds to purchase Turnitin and Gammarly Plagarism check softwares. He also mention that there is a requirement of equipments in the laboratories.
- Dr.K.M.Chaudhary, discussed the planning for the advertisement of First Year admission for the academic year 2022-2023.
- Dr.K.G.Sawarkar, explained the various Institute Innovation Council (IIC) activities mentioned in the IIC portal. He informed some activities will be conducted for Quarter-IV in the Month of July 2022.

Dr. Sanjay Bokade welcomed the suggestions given by the members and assured that adequate funds will be allocated to the above activities.

Item3: Review and suggestions for revised booklet of service condition.

Dr. Bokade, briefed on various policies that has come post the publication of first book of staff service conditions. He informed that same shall be incorporated in new upcoming book.

Dr. Sanjay Bokade invited the suggestions from all the members about the revision of booklet of service condition.

Dr. Sunil Wankhade suggested to add the new updated policies in the booklet of service condition, like Permission for higher studies (Sponsorship agreement), recommendation letter for higher study, laboratory assistant roles and responsibilities.

Prof.S.P. Khachane suggested to add columns for address and Mobile number in the vacation application form.

Prof. R.Y.Kurne suggested to update the laboratory assistant roles and responsibilities.

- Calling the quotations of the equipment
- Making the comparative statement.

Item4: Any other business with the permission of chair.

- **Shuffle lab assistant in the department**

Dr. Sanjay Bokade advised HoDs to shuffle the lab assistant in the departmental laboratories, such shuffling shall him making the Lab assistant competent to handle other laboratories also.

There was no point left for the discussion on the agenda the meeting ended with a vote of thanks. Dr. Sanjay Bokade thanked all the members of IQAC for joining and contributing to the meeting.

Dr. Sanjay U. Bokade

IQAC-Chairperson