

Internal Quality Assurance Cell (IQAC)

Circular-IQAC Meeting- 12th May, 2021

An **Internal Quality Assurance Cell** meeting (online) is scheduled on 12th May, 2021 at 11.00 am on Google meet. All the IQAC members are requested to join the online meet.
Meeting Link:meet.google.com/vme-atnb-uau'

The agenda of the meeting is as under:

1. Confirmation of the minutes of meeting of IQAC held on February 22, 2021 and action taken report.
2. Current Pandemic and necessary steps for ensuring safety as well as quality in Academics
3. End Semester Feedback and Improvement in Teaching-Learning process.
4. Annual Quality Assurance Report (AQAR) submission A.Y. 2019-20.
5. Summary on the STTPs, FDPs and Workshops conducted in the Academic Year 2019-20.
6. International Conference on Embracing Industry 4.0 Technologies for Sustainable Growth
7. Any other business with the permission of chair.



Dr. Sunil Wankhade

IQAC Coordinator



Dr. Sanjay Bokade

IQAC Chairperson & Principal

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
- 11) Dr. Kushal Tuckley – Member
- 12) Mr. Soumil Khandhadia – Member
- 13) Ms. Ritika Singh – Member
- 14) Mr. Harsh Doshi – Member

Minutes of the Internal Quality Assurance Cell meeting scheduled on 12th May, 2021 at 11.00 a.m. (Online Mode)

Dr. Sunil. B Wankhade, IQAC Coordinator and member opened the meeting by greeting all the members present for the meeting.

Item No.	Points of Discussion
1	Dr. Wankhade, IQAC Coordinator and Dr. Bokade, IQAC Chairperson and Principal welcomed all the members present for the IQAC meeting. Leave of absentee was granted for Dr. Kushal Tuckley and Mr. Harsh Doshi.
2	First point was review of previous IQAC Meeting held on 22/02/2021 (online). Dr. Wankhade, IQAC Coordinator, read the minutes of last IQAC meeting held on 22 nd February, 2021 and action taken report. Minutes and action taken report of last IQAC meeting was confirmed by members unanimously.
3	Second point was discussed as Current Pandemic and necessary steps for ensuring safety as well as quality in Academics. Dr. Bokade explained to the committee members that the Institute is following all the Government protocols and safety of staff and students during the pandemic. Only two or four staff members remains present in the campus for some urgent necessary works. Rest all the staff members are working from home during the lockdown. All the academic and teaching learning process is carried out during the semester by online mode. All the internal and University examination works also carried out through online mode only. Dr. Bokade brought to the notice of the committee members that pre monsoon work should be done well in advance to protect the ambience and building of the Institute. He also suggested all the HODs to get the work done before monsoon. Dr. Bokade appreciated the co-operation of all the staff members during the lockdown and supporting the Institute for smooth functioning of academic and administrative activities.
4	Third point was End Semester Feedback and Improvement in Teaching-Learning process. Dr. Wankhade briefed on this point. He explained that Institute should adopt some modern technology software for taking students feedback. Dr. Bokade suggested to prepare list of 25 students who are regular in attending lectures. Also he suggested that Institute is working on the new software for feedback facility. Ms. Ritika asked question about online feedback. Dr. Deshmukh shared his views also on improvement in teaching learning process by adopting various technologies.
5	Fourth point was submission of AQAR for the A.Y. 2019-20. Dr. Wankhade explained that he himself and his team working on the AQAR and it will be submitting soon.
6	Fifth point was Summary on the STTPs, FDPs and Workshops conducted in the A.Y. 2019-20. Dr. Wankhade shared screen and presented summary data prepared by various departments for the A.Y. 2019-20 to all the members.
7	Sixth point was International Conference on Embracing Industry 4.0 Technologies for Sustainable Growth. Dr. Bokade explained that AICTE has granted the International Conference which will be held on 22 nd February, 2022. The theme of the Conference is Embracing Industry 4.0 Technologies for Sustainable Growth". As the International Conference it will be attended by outstation members also. Ms. Ritika asked a question about mode of

	conduction of the Conference. By replying Dr. Bokade placed three plans; - If the situation not permit the gather the people due to pandemic then fully online mode - If the situation permit limited people to gather then partially online and partially in the campus. - If the situation is normal then it will be held in College campus. Dr. Bokade also explained that students, research scholars, industry persons, faculty members will be welcomed for this International Conference.
8	Dr. Bokade asked members to share any other point.
	Mr. Soumil put his suggestions to develop students portal for disseminating the information from back office as well as academic to the students. Dr. Bokade informed the forum that launching of new website work is in progress and very soon new website of the Institute will be launched so that students get all the information under one umbrella. Dr. Deshmukh also explained that departments are carried out various technological activities like e-notice board, recording of lectures and practical manuals to enable students for easy access.
	Dr. Bokade shared his views on Academic Dairy. He advised all the HODs to monitor the academic activities as per the academic dairy. Also HODs must signed the A.D. Modification and alteration work in academic dairy is assigned to Dr. Satish Ket, Prof. Gabhane and Prof. S.D. Patil. He also suggested that proper proof reading can be done to avoid the mistakes while printing of academic dairy. Dr. Wankhade said that all the academic activities are carried out for 2019-20 as per academic dairy.
	Dr. Bokade also informed members that Institute has applied for closure of Instrumentation Engg. Course and Introducing new course Artificial Intelligence and Data Science. Taking of necessary permissions by the Management and NOCs from various authorities is under process. Also Dr. Satish Ket has been assigned work to look into human resource and infrastructure requirements for new course. He will submit his report in due course of time.
	Dr. Bokade also pointed out that departments has got various minor research project grants from University and also AQIS by AICTE. He advised HODs to complete the research work and submit the utilization certificate to the concern authorities as early as possible.
	- Dr. Bokade bring to the notice of the forum about the google citation booklet and scopus citation profile. He suggested all the HODs to disseminate this information to the faculty members of their departments and apply for this procedure and maintain a record the same in the department for value addition of the department. - Dr. Wankhade seconded the suggestion.
	Dr. Bokade emphasized on the point Industry Institute interaction which should happen on regular basis by the departments so that HR representatives may visit Institute and it will help to increase placement.
	There was no point left for the discussion on the agenda and the meeting was concluded with vote of thanks by Dr. Sunil Wankhade.



Dr. Sunil B. Wankhade
IQAC-Coordinator



Dr. Sanjay U. Bokade
IQAC-Chairperson