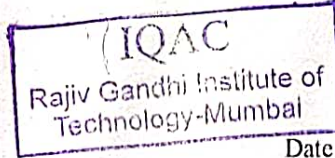


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Circular



Date: 04/12/2023

As consented with Chairperson-IQAC, the meeting of Internal Quality Assurance Cell is scheduled on 22nd December 2023 at 1 p.m. in the conference room. Following IQAC committee members are requested to attend the meeting.

- 1) Dr. Sanjay Bokade – Chairperson
- 2) Mr. Nitin Angolkar- Management Representative
- 3) Dr. Sunil Wankhade – Coordinator
- 4) Dr. Sanjay Deshmukh – Member
- 5) Dr. Kiran Chaudhari – Member
- 6) Dr. Rajesh Kale - Member
- 7) Prof. Sunil Khachane – Member
- 8) Dr. Jyoti Deshmukh- Member
- 9) Mr. Yuvraj Bedse- Member
- 10) Mr. Anant Dharmale- Member
- 11) Mr. Gautam Dubey- Industry Representative
- 12) Mr. Soumil Khandhadia- Industry Representative
- 13) Ms. Ritika Singh- Alumni Representative
- 14) Mr. Harsh Doshi- Alumni Representative

Agenda of the meeting as follows:

- Submission of AQAR 2022-23
- NAAC IQA submission for Cycle-2
- Feedback Analysis of ODD Semester 2023.
- Preparation of NBA Visit
- Any other business with the permission of chair



Dr. Sunil Wankhade

IQAC Coordinator

Copy to:

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Minutes of Meeting

IQAC
Rajiv Gandhi Institute of
Technology-Mumbai

Minutes of the Internal Quality Assurance Cell meeting scheduled on 22nd December, 2023 at 1.00 p.m. in the conference room.

The following members were present:

- 1) Dr. Sanjay Bokade
- 2) Mr. Nitin Angolkar
- 3) Dr. Sunil Wankhade
- 4) Dr. Sanjay Deshmukh
- 5) Dr. Kiran Chaudhari
- 6) Dr. Rajesh Kale
- 7) Prof. Sunil Khachane
- 8) Dr. Jyoti Deshmukh
- 9) Mr. Yuvraj Bedse
- 10) Mr. Anant Dharmale

Dr. Sunil Wankhade, IQAC Coordinator, read the minutes and action taken report of last IQAC meeting held on 12th July, 2023. Minutes of last IQAC meeting was confirmed by all the members unanimously.

Item 1: Submission of AQAR 2022-2023.

Dr. Sunil Wankhade informed to the committee members that the submission date of AQAR 2022-23 is extended to 29th February 2024, and it is decided to upload the AQAR before 20th February 2024. Student Satisfaction Survey process is completed and above 80% students have participated in the survey.

Item 2: NAAC IIQA submission for Cycle-2.

Dr. Sunil Wankhade informed that validity of first cycle of NAAC is till March 2024. Dr. Sanjay Bokade advised to form hierarchical structure of NAAC criteria coordinators and to start preparation of Institute Information for Quality Assurance (IIQA), he also suggested to study the latest NAAC-SSR.

Item 3: Feedback Analysis of ODD Semester 2023.

Dr. Sunil Wankhade informed that all the Feedback analysis files has been handed over the respective departments and requested HODs to ask each faculty member of the department to check their feedback personally and sign the feedback documents.

Item 4: Preparation of NBA Visit

Dr. Kiran Chaudhary has explained the process of NBA visit and advised to all Heads of Department to prepare the documents as per NBA requirement. Dr. Sanjay Bokade briefed about the MOCK process and visit to different department to check the exhibits criteria wise.

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

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Internal Quality Assurance Cell (IQAC)

Action Taken Report on IQAC Meeting



Date of IQAC Meeting: 22nd December, 2023.

Sr. No	Agenda Item	Action Taken
1	Submission of AQAR 2022-23	AQAR 2022-23 successfully submitted on NAAC portal and accepted by NAAC.
2	NAAC IIQA submission for Cycle-2	NAAC introduces binary accreditation system, it is decided to apply in new system when formats are available.
3	Feedback Analysis of ODD Semester 2023	End semester student feedback of all programs in offline mode are conducted in the last week of April 2023, feedbacks analysed and forwarded to respective department for further action.
4	Preparation of NBA Visit	NBA peer team visit is expected in September 2024, Criteria wise file preparation is done.



Dr. Sunil Wankhade
IQAC Coordinator