

MCT
MANJARA CHARITABLE TRUST
RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI
Juhu-Versova Link Road, Andheri (W), Mumbai-400 053

Circular

Date:28/03/2023

As consented with Chairperson-IQAC, the meeting of Internal Quality Assurance Cell is scheduled on 29th March, 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:

- Confirmation of the minutes of meeting of IQAC held on 06th February, 2023 and action taken report.
- NAAC second cycle preparation
- Criteria wise team formation
- End Semester feedback: Even Semester A.Y. 2022-23
- Any other business with the permission of chair



Dr. Sunil Wankhade

IQAC Coordinator

Copy to:

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Minutes of Meeting

Minutes of the Internal Quality Assurance Cell meeting scheduled on 29th March, 2023 at 2 p.m.
in the conference room

The following members were present:

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

Item 1:	Confirmation of the minutes of meeting of IQAC held on 6th February 2023 . Dr. Sunil Wankhade, IQAC Coordinator, read the minutes and action taken report of last IQAC meeting held on 06/02/2023. Minutes of last IQAC meeting was confirmed by all the members unanimously.
Item 2:	NAAC second cycle preparation. Dr. Sunil Wankhade informed that validity of first cycle of NAAC is till 27th March 2024 and also suggested to start preparation of Institute Information for Quality Assurance (IIQA). Dr. Sanjay Bokade advised to study the SOP provided by NAAC before start the preparation. Dr. Sanjay Deshmukh suggested to upload IIQA in the first week of September 2023. Dr. Kiran Chaudhary briefed about the status of updated web site of the Institute.
Item 3:	Criteria wise team formation. Dr. Sanjay Bokade advised to include two co-coordinators in the IQAC committee, he also suggested to include all the heads in various NAAC cycle 2 committees. Dr. R.V. Kale suggested to have a separate team for preparation of embellishment, Signages and making booklets for NAAC documents.
Item 4:	End Semester feedback: Even semester A.Y. 2022-23. Dr. Sunil Wankhade informed, as per the Institute policy IQAC will conduct student feedback in offline mode with updated questionnaire in the first week of April 2023 during Term Test exam.

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

21/06/2023

Date of IQAC Meeting: 29th March, 2023.

Sr. No	Agenda Item	Action Taken
1	NAAC second cycle preparation	Documents required to fill IQA for second cycle of NAAC is collected and is ready.
2	Criteria wise team formation	Two co-coordinators are added in the IQAC committee, also included all the heads of the department in various NAAC cycle 2 committees. A separate team for preparation of embellishment will be formed.
3	End Semester feedback: Even semester A.Y. 2022-23	End semester student feedback of all programs in offline mode are conducted in the first week of April 2023, feedbacks analysed and forwarded to respective department for further action.



Dr. Sunil Wankhade
IQAC Coordinator

