

**Internal Quality Assurance Cell
Academic Year 2018-19**

Minutes of Meeting

Minutes of Meeting of Internal Quality Assurance Committee held at 10.30 AM on 30th July, 2018.

IQAC chairman Dr. P. S. Joshi welcomed the members of Internal Quality Assurance Committee present for the meeting and the following business was transacted as per the points on agenda circulated to all the members on 20.07.2018:

1. IQAC discussed and took review of action taken report of 2017-18.
2. IQAC reviewed research publications of faculty and it decided to prepare a book of all published papers for internal circulation.
3. IQAC discussed consultancy work done by the departments. All HODs are requested to give their plan for this academic year.
4. It is decided to establish common resource centre in the college. The issue of starting common resource centre was discussed. Principal informed the progress as under:
 - a) Previous classroom of IT Dept. is allocated as Common Resource Centre.
 - b) Internet connection and electricity power point connection is complete.
 - c) The departments have moved computers with simulation software.
 - d) The water connection and sink arrangement for chemical Engineering experiment is pending.
 - e) The Principal along with Prof. Khalkar will lead and motivate the students for utilizing the common resource centre for interdisciplinary nature of projects. If required, one earn and learn student can be allocated for manning the centre.
5. Academic Calendar: IQAC approved the 2018-19 Academic calendar for the odd semester. Prof. Khedekar informed about the important dates. The decision of holding "Shodh- Annual Technical Festival" along with indoor games in the first half was discussed and the dates were confirmed.
6. Syllabus completion and other related curricular matters: IQAC suggested that journal/term work /tutorial and assignments should be given to the students in time and students should not be overloaded at the end of the semester. It is also informed that the habit of making submissions in hurry

at the last moment is to be discouraged. The Principal agreed to the valuable suggestion and informed about the special efforts taken by the college about completion of syllabus. Principal informed that the additional lecture at 9 am is being held in every department. He informed that attendance for additional lecture will be monitored.

7. Preparedness of technical festival (SHODH): Principal informed that Civil Engineering department will be organizing yearly tech-fest "Shodh 2018-19" in academic year 2018-19. Dr. S. K. Patil will be Chairman and Prof. G. D. Parulekar will be Chief Co-ordinator for the said function. For this purpose, SRC will be formed within a week. It is suggested that invitation letters for Shodh should be prepared immediately and has to reach all colleges at the earliest.
8. Internship: The engineering Internship committee is constituted for the Academic Year 2018-19. Prof. Nalwala R. G. will lead the committee. The Committee shall work under overall supervision and guidance of the team leader of Academics.
9. In order to carry out institute functioning effectively in decentralised manner various committees were proposed and formulated by the administration consists of Principal & heads of the department. The names of the committee were discussed in IQAC meeting. After some modifications & alterations, the committees were finalized. List of the committees, responsibilities etc. is given below.

Committee	Responsibility
NBA	Dr. Danawade B. A. & Prof. Lahane M. N.
IQAC(Coordinator)	Prof. Khedekar S. R. & Prof. (Mrs) Khalkar J. V.
Skill development	Prof. Swami V. M.
Branding	Prof. Oak P. V.
Attendance	Prof. Khandke M. A.
Common resource centre	Prof. Khalkar V. R.
MOOC & Library	Mr. Gawadekar A. K.
Cultural	Prof. Tathare S. S.
Student development	Dr. Roy P. K.
Faculty development	Prof. Khalkar V. R.
Academics	Dr. Gharat S. H.

Infrastructure	Dr. Patil S. K.
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The meeting ended with vote of thanks to the Chair.

Prof. S. R. Khedekar
Coordinator

Dr. Pramod S. Joshi
Chairman