

## Internal Quality Assurance Cell

Academic Year 2021-22

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### Minutes of the Meeting

Minutes of the meeting of the Internal Quality Assurance Cell held on 6 September 2021 through online mode at 14.30 hrs. Following business was transacted as per the points on agenda dated 2 September 2021.

- Welcome and Introduction:** IQAC coordinator welcomed all the present members. Formal Introduction of all members in IQAC is given by IQAC coordinator and appealed to all for their valuable contribution in IQAC for the period of 2021-2022.
- Academic Calendar:** The academic calendar for 2021-22 (Odd Semester) was presented by Academic Coordinators and the same is approved by the IQAC.
- Status of online teaching & Academic audit:** Academic Coordinator Dr. B. A. Danawade has presented the review of the syllabus completion and academic audits conducted in last year and to be conducted in the present year. In the year of 2020-21, four academic audits were conducted by Academic Coordinators. With the same spirit the first academic audit of 2021-22 has been decided to conduct in the month of December. IQAC satisfied with syllabus coverage report and observed that the overall attendance of students has been improved.
- NAAC/AQAR preparedness:** As the institute needs to prepare and submit the Annual Quality Assurance Report (2020-21), the review of the AQAR has been conducted by IQAC coordinator. All the NAAC criteria coordinators presented the criteria wise presentations. It was decided to revise the AQAR 2020-21 and will be submitted in December. It has been decided that IQAC coordinator and NAAC coordinator will conduct the monthly review of AQAR till the submission of the same. IQAC satisfied with the overall efforts put by the NAAC committee.
- Status of Admission Related Activities:** Dr. A. K. Mangore, the Head of the Admission Committee informed IQAC about the activities. He informed about the organization of Mock CET examination at GIT. He also informed that first phase of mentor calling and conduction of online webinars for 12<sup>th</sup> Science students and parents are going on.
- Training and Placement Activities:** Training and Placement Officer, Mr. Magdum has given the review on the activities conducted under the T&P section. To promote the interview skills of




students, IQAC suggested to conduct Mock Interview Activity for all BE students. And to provide soft skills related trainings to students through Industry experts. It has been decided to review the progress of the activities in next meeting.

7. **Review of E-contents on ELRC Portal:** Academic coordinator, Dr. Danawade presented the review of contents uploaded on E-Learning Resource Centre by all the teaching staff of their respective subjects. He ensures the IQAC that students use ELRC portal to get the access of videos of lectures, practices and other academic heads.

The meeting was concluded with a vote of thanks.

  
Coordinator, IQAC



  
Chairman, IQAC

