

## Minutes of 2<sup>nd</sup> IQAC Meeting 13-11-2017

IQAC Meeting was held on 13<sup>th</sup> November, 2017 in the Board room of ICT. Following Members were granted leave of absence for the above meeting

- 1) Professor R. R. Deshmukh
- 2) Dr. S. B. Kale
- 3) Dr. S. S. Sakhalkar
- 4) Mrs. Anjali Hari

IQAC meeting was called for discussing forthcoming NAAC Assessment visit of the Institute during 17<sup>th</sup> to 19<sup>th</sup> November, 2017. Professor P. R. Vavia welcomed all the members present for the meeting and discussed the details of the NAAC Assessment visit and its schedule. He inform the members that one of the important session of this assessment visit is discussion of the experts with IQAC members of the Institute and verification of the documents related to IQAC Activities in the Institutes. He further pointed out that in the first meeting in the IQAC members of the IQAC team were assign specific task related to the functioning of the IQAC cell in the Institute. He also mentioned that even though the duties were allocated to various members during the first meeting itself. The minutes of the cell were not distributed to the members of the committee. With discussion on this issue it was unanimously decided to circulate the minutes of such meeting will before the next scheduled meetings so that members can make the required preparation in time.

When Professor P. R. Vavia discussed the importance of submission of annual quality report to the visiting expert committee for NAAC Prof. A. W. Patwardhan who is entrusted the work of preparation of such reports inform that making such reports within the time of one week was a difficult task and enquired about importance of such reports for first cycle of assessment of the Institutes. During the discussion on above mentioned subject it was felt by majority of the members that such type of Annual Quality Reports needs to be submitted after assessment of the Institute for NAAC accreditation.

Dr. V. G. Habbu in a discussion insisted to prepare minutes of this meeting in structured manner preparing templates. He also insisted that quarterly meetings of IQAC cell should be conducted targeted towards maintaining good quality of education in institute. It was also decided that institute may conduct seminar in this effect as in addition to the activities related to education quality. It was felt by all members that institute should initiate proper feedback mechanism from all the stakeholders which include students, alumini, parents, employers etc. It was also discussed that a proper provision for the feedbacks in institute MIS should be made which will help a committee in collecting and analyzing data

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proper and effective manner. It was also decided to evolve a mechanism monitoring all activities of the students throughout the academic year. At the end of the meeting it was decided to conduct IQAC meetings on Saturday 3<sup>rd</sup> February, 2018 and Saturday 5<sup>th</sup> may 2018 followed by lunch. It was also decided to discuss about IQAC cell and its activities with scheduled NAAC expert team members on 2<sup>nd</sup> day of the visit.

Professor P. R. Vavia thanked all the present member and declared the meeting closed.