Internal Quality Assurance Cell (IQAC)
Academic Year 2021 - 22

<u>Minutes of 15th IQAC Meeting</u>

Date: 25/02/2022

The 15th meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board room (Ground Floor) on Monday, 21th February 2022 at 3.30 PM.

Members Present: Dr. Vaishali Patil, Mr. Vijay Ranbhise, Mr. Dinesh Joje, Prof. Ravindra Joshi, Prof. Anjali Jagatap, Prof. Sarang Saoji, Prof. Rupali Yeole, Prof. Uma Godase, Dr. S. M. Mahalakshmi Naidu.

The Chairperson, Dr. Vaishali V. Patil, welcomed the members to the 15th IQAC meeting of the Institute. The coordinator, Dr. S. M. Mahalakshmi Naidu, also extended the welcome to the members to the meeting.

1. **Approval of Agenda items:** Accepted.

2. **Minutes of the 14th IQAC meeting:** It was resolved that the minutes of 14th IQAC meeting are confirmed.

3. **Preparing for AQAR 2020-21**

   The NAAC coordinator Prof. Ravindra Joshi described how to use templates to fill data for AQAR on Sever. He said that he has shared folders on google drive also. Collect and confirm all data required for AQAR for AY 2020-21 from concerned file in charge. Then fill excel sheet shared and upload corresponding proofs in PDF. It has been decided dead line for capturing data for AQAR is 15th march 2022.

4. **Initiatives taken and contributions made by the departments for AY 2021-22 for quality improvement of academics.**

   The IQAC coordinator Dr. Mahalakshmi Naidu informed initiatives taken, and contributions made by department such as flip class etc. He also informed that templates will be shared to capture such data.

5. **Preparing the Index for IQAC file structure visit**

   The IQAC coordinator Dr. Mahalakshmi Naidu suggested to finalize index of IQAC file. So that there will be no ambiguity in other faculties. He has assigned that work among the departmental IQAC coordinator

   The following work distribution was made:

Committee Member	Department	IQAC File Number
Prof. Sarang Saoji	IT	File No. 1 to File No. 3

Dr. Uma Godase	Computer	File No. 4, File No. 5, File No. 7
Prof. Rupali Yeole	ES	File no. 6, File No. 11, File No. 12
Prof. Anjali Jagtap	E&TC	File No. 8 to File No. 10

It has been discussed in the meeting and resolved to adapt.

6. **Any other item with the permission of Chairperson**

   Prof. Ravindra Joshi suggested completing the task about IQAC file index on priority. It has been decided to do it on or before 2nd March 2022.

Prepared by,
Dr. S. M. Mahalakshmi Naidu
IQAC Coordinator

Dr. Vaishali V. Patil
Chairperson