## Internal Quality Assurance Cell (IQAC)
### Academic Year 2023 - 24

## Minutes of the 19th IQAC Meeting

**Date: 09/11/2023**

The 19th Internal Quality Assurance Cell (IQAC) meeting was held in the Board room (Ground Floor) on Monday, 06th November 2023 at 10 AM.

**Members Present:** Dr. Vaishali Patil, Mr. Dinesh Joje, Prof. Ravindra Joshi, Prof. Prashant Ahire, Prof. Sarang Saoji, Prof. Rupali Yeole, Prof. Dipak Uploankar, Dr. S. M. Mahalakshmi Naidu, Dr. Jyoti V. Surve, Prof. Rakhi P. Wagh, Dr. Ajitkumar Shitole, Dr. R. A. Patil, and Dr. Sunil Mane. The Chairperson, Dr. Vaishali V. Patil, welcomed the members to the 19th IQAC meeting of the Institute.

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

2. **Minutes of the 18th IQAC meeting:**

   The minutes of the 18th IQAC meeting were confirmed. This meeting was convened specifically to approve the IQAC Action Plan for Semester I of the Academic Year 2023-24 and to acknowledge the achievement of NBA accreditation.

3. **Data Collection for AQAR for the Academic Year 2022-23:**

   The meeting focused on the data collection process for the Annual Quality Assurance Report (AQAR). The IQAC Coordinator provided an overview of the specific data required. Each department was assigned the responsibility of gathering relevant data and submitting it to the IQAC. It was discussed that the data needs to be accurate, comprehensive, and submitted within the given timeline. A follow-up meeting will be held to review the collected data and ensure it meets the AQAR submission standards.

4. **Preparation for NAAC second cycle:**

   The meeting focused on the primary discussion regarding preparations for the NAAC second cycle. The NAAC Coordinator outlined the key requirements and expectations for the upcoming cycle. Departments were briefed on the importance of gathering relevant data for the Self-Study Report (SSR). It was agreed that a detailed action plan would be developed in the upcoming

month. Initial deadlines and responsibilities were discussed, with a tentative timeline for data collection to be finalized later.

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

(a) Approval of IQAC Action Plan for Semester II of AY 2023-24: The IQAC coordinator, in consultation with the Chairperson, prepared a draft of the action plan for Semester II of AY 2023-24. The draft was presented to committee members and Heads of Departments (HoDs) during the meeting, and the plan was subsequently approved.

(b) The audit for Semester I & II of the ES and E&TC departments, along with Semester II of the CS and IT departments for the academic year 2022-23, was successfully conducted from October 11th to October 14th, 2023.


**Prepared by**

**Dr. S. M. Mahalakshmi Naidu**
**IQAC Coordinator**

**Approved by**

**Dr. Vaishali V. Patil**
**IQAC Chairperson**