



Date: 30/08/2019

Cycle 1: 01/07/2019 to 30/06/2020
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Meeting No. 1 (2019-20)
Minutes of Meeting and Action Taken

Date of Meeting	Time	Venue
30/08/2019	01:30 pm	Principal Office

The following committee members were present for the meeting -


Sr. No.	Name	Designation
1.	Mr. G.M. Deshmukh	IQAC Member (Management)
2.	Dr. D.K.Chavan	IQAC Member (Principal)
3.	Dr. J.R. Panchal	IQAC Member (Vice-Principal)
4.	Mr. R. R.Kulkarni	IQAC Member (Coordinator)
5.	Ms. K. S. Reddy	IQAC Member (Co- Coordinator)
6.	Dr.P.A.Makasare	IQAC Member (Faculty member)
7.	Mr. U.V. Shinde	IQAC Member (Faculty member)
8.	Mr. B.N.Deshmukh	IQAC Member (Faculty member)
9.	Mr. V.S. Bhatlavande	IQAC Member (Faculty member)
10.	Dr. Brinjendra Gupta	IQAC Member (Faculty member)
11.	Dr. Deepak Gupta	IQAC Member (Faculty member)
12.	Mr.B.B.Kedar	IQAC Member (Faculty member)
13.	Mr. H.M.Chaure	IQAC Member (Admin. staff)
14.	Ms. D.R.Babar	IQAC Member (Admin. staff)

Following points of agenda were discussed in detail and following resolutions were passed.

1. Vice-Principal Dr.J.R.Panchal, welcomed the new Principal Dr. D.K.Chavan as a chairperson of IQAC and also welcomed to all IQAC members.
2. Minutes of the last IQAC meeting dated 31/05/2019 were reviewed and the activities and initiatives of IQAC for the academic year 2018-19 were briefed.
3. Principal Dr. D.K.Chavan insisted the significance of IQAC and its role in establishing standards, methodologies and systems to be followed by the institution. It has been resolved to take initiatives and action to successfully implement the revised curriculum design with POs, PSOs and COs.
4. It was decided to conduct Faculty Enrichment Programme on Teaching, Evaluation and Assessment Methodology for all teaching faculties.
5. Chairperson requested to device an action plan to analyze and review the feedback.


Ms. R.R.Kulkarni
(IQAC Coordinator)




Dr. D.K.Chavan
(Principal)
Siddhant College of Engineering
Sudumbare, Pune - 412 109



Point No. 1: Discussion on plan of action for preparation of NAAC –AQAR for 1st cycle under IQAC and criteria wise allocation of work.

Resolution: Department wise Faculty members were allotted as a criteria wise Coordinator/member by concerning with respective department head.

Action taken: Mr. R R, Kulkarni along with all department head, Vice-Principal and Principal form Criteria wise coordinator with team members for preparing documentation and collecting the information required for filling AQAR.

Point No. 2: Discussion on conduction of one day CO-PO Mapping workshop for all teaching staff in collaboration with IQAC.

Resolution: For quality-related institutional processes CO-PO Mapping workshop for all teaching staff are required.

Action taken: Mr. R R. Kulkarni along with IQAC member organized CO-PO Mapping workshop for all teaching staff.

Point No. 3: Discussion on conduction of one day motivational workshop on "Why Can't I?" For all teaching, nonteaching staff and UG /PG students in collaboration with IQAC.

Resolution: For quality-related institutional processes one day Motivational workshop for all are required.

Action taken: Mr. R R. Kulkarni along with all Mechanical departments organized the one day workshop on "Why Can't I?" For all teaching, nonteaching staff and UG /PG students in collaboration with IQAC.

Point No. 4: Discussion on conduction of one day workshop on Innovative and entrepreneurship Development Program for all UG /PG students in collaboration with IQAC.

Resolution: For quality-related institutional processes one day workshop on Innovative and entrepreneurship Development Program for all UG /PG students are required.

Action taken: Mr. R R. Kulkarni along with all Computer departments organized the one day workshop on Innovative and entrepreneurship Development Program for all UG /PG students.

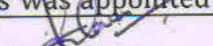
Point No. 5: Academic Calendar preparation and Daily Monitoring of Classes.

Resolution: For smooth conduction of institute preparation of academic calendar is required as well as daily monitoring of classes is also required.

Action taken: By referring SPPU academic calendar, Mr. R R Kulkarni along with all department head and Principal finalize the institute academic calendar. For daily monitoring of classes Department wise two senior faculty members was appointed who


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C. A. Y. M. E. Trust's

SIDDHANT COLLEGE OF ENGINEERING.

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is given proper feedback to department head and Principal.

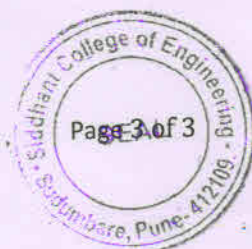
Point No. 6: Any other point with the permission of the chairman.

Resolution: No other points were raised.

Action Taken: Nil

The meeting ended with thanks to chair.


Ms. R.R. Kulkarni
(IQAC Coordinator)




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(Principal)
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