

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING-1

Date of Meeting	Time of Meeting	Venue of Meeting	Convenor
	10:00 AM	Conference Room	Dr. Anna Unde
Members Attended: <ul style="list-style-type: none">• Dr. Anna Unde• Dr. Amit Pokharkar• Prof.Rahul Ghosale• Prof.Haridas Lagad• Prof. Vinod Giri• Prof.Rahul Salave• Prof.Ganesh Badade• Prof.Sagar Wakchare• Mr.Balkrishna Kokate• Mr.Shubham Paiyawal• Dr.Nitin Zaware• Mr.Anup Nakat• Mr.Bharat Warude• Miss.Snehal Taware			
1. Overview of IQAC Structure and Objectives <p>Prof. Rahul Ghosale (IQAC Coordinator) presented an overview of the IQAC's structure, functions, and key objectives.</p> <p>The main goals of the IQAC are:</p> <ul style="list-style-type: none">• To develop a system for conscious, consistent, and catalytic improvement in the performance of the institution.• To monitor and enhance academic and administrative activities.• To ensure compliance with accreditation standards and foster quality culture within the institution.			
2. Current Status and Key Areas for Improvement <p>A review of the current quality assurance practices was conducted. The following key areas were identified for improvement:</p> <ul style="list-style-type: none">• Curriculum delivery and syllabus enhancement.• Faculty development and training programs.• Student engagement and feedback mechanisms.• Infrastructure development and resource optimization.			
3. Action Plan for the Next Semester <p>The committee discussed an action plan for the upcoming semester, which includes:</p>			

- Organizing workshops on teaching methodologies for faculty members.
- Strengthening student feedback systems to gather comprehensive insights.
- Planning infrastructure upgrades to improve learning environments.
- Conducting workshops on research methodologies for students and faculty.

Mr. Balkrishna Kokate was tasked with gathering feedback from non-teaching staff regarding support services.

4. Role and Responsibilities of Members

The committee agreed on the roles and responsibilities of the members:

- **Dr. Amit Pokharkar** to oversee management strategies for improving institutional facilities.
- **Prof. Haridas Lagad, Prof. Rahul Salave, and Prof. Vinod Giri** to contribute to academic quality and faculty development.
- **Mr. Shubham Paiyawal** to liaise with alumni for support in academic and co-curricular development.
- **Mr. Anup Nakat** to provide insights into industry-academia linkages and internships for students.
- **Mr. Dipak Jatar and Miss. Snehal Taware** to focus on student welfare and engagement.

ATTENDANCE

Sr. No	Name	Designation	Signature
1	Dr. Anna Unde	Chairman	
2	Dr. Amit Pokharkar	Management Representative	
3	Prof.Rahul Ghosale	Head of Department (Academics) & IQAC Coordinator	
4	Prof.Haridas Lagad	Teaching Representative	
5	Prof. Vinod Giri	Teaching Representative	
6	Prof.Rahul Salave	Teaching Representative	

7	Prof.Ganesh Badade	Teaching Representative	
8	Prof.Sagar Wakchare	Teaching Representative	
9	Mr.Balkrishna Kokate	Non-teaching Representative	
10	Mr.Shubham Paiyawal	Alumni Representative	
11	Dr.Nitin Zaware	Academic Representative	
12	Mr.Anup Nakat	Industry Representative	
13	Mr.Bharat Warude	Student Representative	
14	Miss.Snehal Taware	Student Representative	

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING-2

Date of Meeting	Time of Meeting	Venue of Meeting	Convenor
	10:00 AM	Conference Room	Dr. Anna Unde
Members Attended: <ul style="list-style-type: none">• Dr. Anna Unde• Dr. Amit Pokharkar• Prof.Rahul Ghosale• Prof.Haridas Lagad• Prof. Vinod Giri• Prof.Rahul Salave• Prof.Ganesh Badade• Prof.Sagar Wakchare• Mr.Balkrishna Kokate• Mr.Shubham Paiyawal• Dr.Nitin Zaware• Mr.Anup Nakat• Mr.Bharat Warude• Miss.Snehal Taware			
1. Review of Action Items from Previous Meeting <p>Prof. Rahul Ghosale reviewed the progress made on the action points from the first meeting.</p> <p>The following updates were shared:</p> <ul style="list-style-type: none">• Workshops on teaching methodologies are scheduled for [Insert Date].• The student feedback system has been enhanced, with new parameters to be implemented this semester.• Faculty development programs are in the planning stages and will begin by [Insert Date].• Infrastructure proposals are being developed by Dr. Amit Pokharkar.			
2. Accreditation Preparation <p>The committee discussed the upcoming accreditation process and the steps required for preparation.</p> <p>Prof. Rahul Ghosale will lead the preparation for the accreditation visit and ensure that all required documents and evidence are in place.</p>			

3. Upcoming Events and Initiatives

Prof. Haridas Lagad proposed organizing a national conference for faculty and students to present their research and innovations.

Mr. Anup Nakat suggested initiating internship programs in collaboration with industry partners to enhance student exposure and employability.

ATTENDANCE

Sr. No	Name	Designation	Signature
1	Dr. Anna Unde	Chairman	
2	Dr. Amit Pokharkar	Management Representative	
3	Prof.Rahul Ghosale	Head of Department (Academics) & IQAC Coordinator	
4	Prof.Haridas Lagad	Teaching Representative	
5	Prof. Vinod Giri	Teaching Representative	
6	Prof.Rahul Salave	Teaching Representative	
7	Prof.Ganesh Badade	Teaching Representative	
8	Prof.Sagar Wakchare	Teaching Representative	
9	Mr.Balkrishna Kokate	Non-teaching Representative	
10	Mr.Shubham Paiyawal	Alumni Representative	
11	Dr.Nitin Zaware	Academic Representative	
12	Mr.Anup Nakat	Industry Representative	
13	Mr.Bharat Warude	Student Representative	
14	Miss.Snehal Taware	Student Representative	