

Minutes of the First Meeting INTERNAL QUALITY ASSURANCE CELL

Date:	July 15, 2017
Convenor:	Dr. Vikram S. Patil, IQAC Chairperson
Time:	11:00 a.m. - 12:00 p.m.
Venue:	Seminar Hall

Members present for the IQAC meeting:

NO.	NAME	DESIGNATION
1.	Dr. Vikram S. Patil	IQAC Chairperson & Principal
2.	Mr. Prasad B. Iyer	HOD - Printing & Packaging Technology and IQAC Coordinator
3.	Mrs. V. Vijayalakshmi	Office Superintendent
4.	Dr. Manasi Karkare	Dean - FE
5.	Dr. A. N. Kemkar	HOD - EXTC
6.	Dr. Rizwana Shaikh	HOD - Computer Engineering
7.	Prof. Leena Ladge	HOD - Information Technology
8.	Dr. Pradip Patil	HOD - Mechanical Engineering
9.	Prof. Katyayini Tembadmani	HOD - Biotechnology
10.	Prof. Seema Khan	I/c - T&P Cell
11.	Mr. Ramesh Bidi	I/c - Library
12.	Mr. Saikrishna	I/c - Network Administration
13.	Prof. Ashwin Chavan	I/c - Examination Cell
14.	Prof. Sumitra Padmanabhan	I/c - Students' Council
15.	Dr. S. V. Viswanathan	Management Representative
16.	Dr. Sanjay Saraswat - Vice President-India R&D, Airspan Networks	Industry Representative
17.	Mr. S. Srinivasan - Head-Customer Relations, Siemens Healthcare Pvt. Ltd.	Parent Representative
18.	Ms. Tanuja Kolte	Student Council Representative
19.	Mr. Saurabh Prabhu - Research Analyst, Crisil Ltd.	Alumni Representative




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Minutes of the meeting:

1. To discuss about preparation of AQAR:

Dr. Vikram S. Patil, Principal, explained the importance of preparation of Annual Quality Assurance Report (AQAR). The AQAR would help in systematic documentation of various activities and important information related to teaching-learning process. The AQAR will be prepared for the academic year 2017-18.

2. To include NAAC Coordinator in IQAC:

It was decided that NAAC Coordinator of the SIESGST should be included in the team of IQAC for getting the important information regarding NAAC criterias. The views of NAAC Coordinator would be of significant help in the functioning of IQAC.

3. Discontinuity of ISO 9001:2008 QMS:

ISO QMS Coordinator Prof. Prasad Balan Iyer updated the members that ISO 9001:2008 Quality Management Systems certification has been discontinued. However, Prof. Prasad also stressed that the prevalent quality conscious culture in SIESGST will not be affected since the ISO system will now effectively function under the IQAC, coordinated by Prof. Prasad Iyer.

4. The student data sheet was discussed by the Principal to be covered under the mentor-mentee scheme with efforts and dedication of faculty to mould the next generation of engineers passing out of the Institute.

5. It was decided that the Management review meeting will now be conducted under the IQAC cell. The next management review meeting will be scheduled in the month of August 2017 tentatively to discuss progress and objectives of each department.



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6. It was unanimously decided that as per the new guidelines of NAAC, SIESGST will apply for Assessment and Accreditation in the window between Nov.1 - December 31, 2017.
7. The next IQAC meeting was tentatively decided to be scheduled during Oct - Nov.2017.
8. The meeting concluded with vote of thanks proposed by Prof. Prasad Iyer.



Prof. Prasad B. Iyer
HoD-PPT &
IQAC Coordinator



Dr. Vikram S. Patil
Principal




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INTERNAL QUALITY ASSURANCE MEETING

July 15, 2017

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Action Taken on Decisions of 1st Meeting INTERNAL QUALITY ASSURANCE CELL

Action Taken Report on the decisions of the IQAC meeting held on 15.07.2017

To implement the decisions of the 1st meeting of the IQAC, the following actions were taken:

Sl.No.	Decision	Action Taken
1	Discussion on AQAR	It was decided that the AQAR will be prepared at the end of the Academic year 2017-18, tentatively July-August 2018.
2	Inclusion of NAAC Coordinator in IQAC	NAAC Coordinator was included in the IQAC Members List.
4	Student Data Sheet	The student data sheet with slight modifications will be used for Mentor-Mentee schemes. The existing older data sheets shall be continued for existing batch of students.
5	Management Review Meeting	Management review meeting under IQAC will be held in 3 rd /4 th week of August 2018

Prasad B. Iyer
21/7/17
Prof. Prasad B. Iyer
HoD-PPT &
IQAC Coordinator

Dr. Vikram S. Patil
21/7/17
Dr. Vikram S. Patil
Principal



Dr. Vikram S. Patil
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