



## Minutes of the Meeting INTERNAL QUALITY ASSURANCE CELL

<b>Date:</b>	June 9, 2018
<b>Convenor:</b>	Dr. Vikram S. Patil, IQAC Chairperson
<b>Time:</b>	10:00 a.m. – 11:30 a.m.
<b>Venue:</b>	Seminar Hall

### Minutes of the meeting:

#### 1. Reading Minutes of 2nd Meeting & Review of Action Taken:

The Meeting started with Principal Dr. Vikram S. Patil extending a warm welcome to all the members. The Minutes of 2<sup>nd</sup> IQAC Meeting was presented to all the members along with the action taken report. The same was approved by all the members.

#### 2. Discussion on Progress of Departments:

IQAC Coordinator Mr. Prasad B. Iyer began with the introduction to the events that happened in Academic Year 2017-18. It was followed by all the HODs giving highlights of various events and activities carried out in their respective departments, including the various MoUs that were signed.

#### 3. NAAC Preparation:

Dr. Vikram S. Patil elaborated on the status of SIESGST's NAAC A&A preparations. He informed everyone that the Institute submitted the SSR on the NAAC Portal in January 2018. He also informed that three dates were asked by NAAC for planning the visit schedules, for which the Institute had submitted two days each in July first week, June third week & last week and respectively. He mentioned that the visit would tentatively be in July first week (July 3-4, 2018) as per the information he received from NAAC.

Prof. K. Venkatramani, special invitee, gave inputs on the tentative schedule, the NAAC Peer Team will follow for the two days of visit, based on his experience & information. He highlighted the importance of using statistics and numbers in projecting the Institute's data.



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#### 4. Other Matter:

Prof. K. Venkatramani also informed about his observation on the Organogram of SIESGST, which did not mention the active College Development Committee (CDC) & IQAC, since these were statutory requirements. The lapse was noted and IQAC Coordinator Mr. Prasad B. Iyer confirmed that the organogram will be changed to incorporate the CDC & IQAC immediately.

Mr. Prasad B. Iyer also put forward the point to revise the Quality Policy of SIESGST to include Internal Quality Assurance Cell and to remove ISO 9001:2008. The change was mutually approved by everyone.

5. The next IQAC meeting was tentatively decided to be scheduled during Oct - Nov.2018.

6. The meeting concluded with vote of thanks proposed by Mr. Prasad B. Iyer.

*Prasad B. Iyer*  
9/16/18

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

*Dr. Vikram S. Patil*

Dr. Vikram S. Patil  
Principal




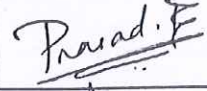

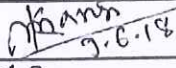




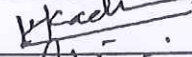
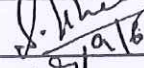


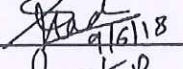
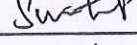
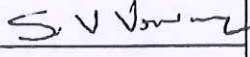
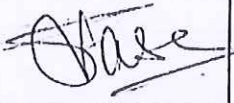

*Dr. Vikram S. Patil*

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# INTERNAL QUALITY ASSURANCE MEETING

June 9, 2018

NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Vikram S. Patil	IQAC Chairperson & Principal	
2	Prof. 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. Lakshmi Sudha	HOD - Information Technology	
8.	Dr. Rupendra S. Nehete	HOD - Mechanical Engineering	
9	Prof Rajesh Kadu	NAAC Coordinator	
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. Shubhangi Kadu	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	—
20	Prct. K. Venkatramani	Special Invitee	

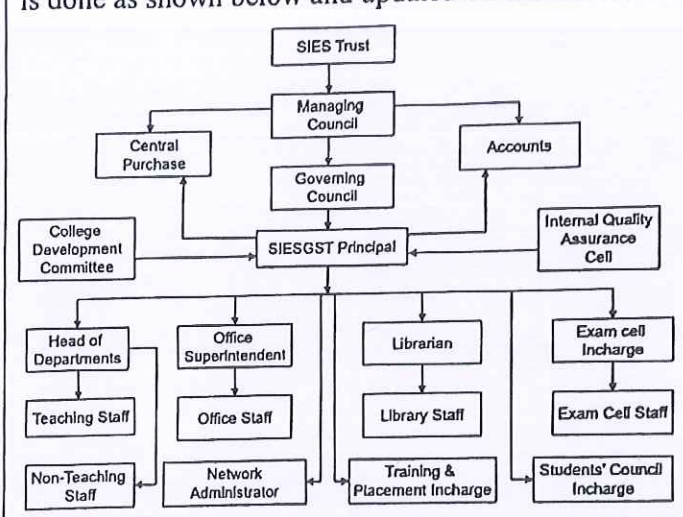


  
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## Action Taken on Decisions of 3<sup>rd</sup> Meeting INTERNAL QUALITY ASSURANCE CELL

Action Taken Report on the decisions of the IQAC meeting held on 09.06.2018

To implement the decisions of the 3<sup>rd</sup> meeting of the IQAC, the following actions were taken:

Sl.No.	Decision	Action Taken
1	SIESGST Organogram	<p>The modified organogram as per the discussion in IQAC Meeting is done as shown below and updated on Institute website.</p>  <pre> graph TD     SIESTrust[SIES Trust] --&gt; ManagingCouncil[Managing Council]     ManagingCouncil --&gt; CentralPurchase[Central Purchase]     ManagingCouncil --&gt; GoverningCouncil[Governing Council]     ManagingCouncil --&gt; Accounts[Accounts]     GoverningCouncil --&gt; SIESGSTPrincipal[SIESGST Principal]     SIESGSTPrincipal --&gt; CollegeDevelopmentCommittee[College Development Committee]     SIESGSTPrincipal --&gt; HeadOfDepartments[Head of Departments]     SIESGSTPrincipal --&gt; OfficeSuperintendent[Office Superintendent]     SIESGSTPrincipal --&gt; Librarian[Librarian]     SIESGSTPrincipal --&gt; ExamCellIncharge[Exam cell Incharge]     SIESGSTPrincipal --&gt; InternalQualityAssuranceCell[Internal Quality Assurance Cell]     SIESGSTPrincipal --&gt; TrainingPlacementIncharge[Training &amp; Placement Incharge]     SIESGSTPrincipal --&gt; StudentsCouncilIncharge[Students' Council Incharge]          HeadOfDepartments --&gt; TeachingStaff[Teaching Staff]     HeadOfDepartments --&gt; NonTeachingStaff[Non-Teaching Staff]     OfficeSuperintendent --&gt; OfficeStaff[Office Staff]     OfficeSuperintendent --&gt; NetworkAdministrator[Network Administrator]     Librarian --&gt; LibraryStaff[Library Staff]     ExamCellIncharge --&gt; ExamCellStaff[Exam Cell Staff]          SIESGSTPrincipal &lt;--&gt; CollegeDevelopmentCommittee     SIESGSTPrincipal &lt;--&gt; InternalQualityAssuranceCell           </pre>
2	SIESGST Quality Policy	<p>The revised Quality Policy as approved in IQAC Meeting is:</p> <p style="text-align: center;"><b>QUALITY POLICY</b></p> <p>The SIES Graduate School of Technology is committed to high standards of Engineering Education, whilst complying with the requirements laid down by the statutory &amp; regulatory bodies.</p> <p>Our aim is to continually enhance learning opportunities by providing multiple study options through a perfect blend of</p> <ul style="list-style-type: none"> <li>➤ Academic Excellence,</li> <li>➤ Teaching - Learning Processes,</li> <li>➤ Teacher - Student Mentoring</li> </ul> <p>based on our quality management system implemented and maintained by the Internal Quality Assurance Cell, that enables learners to thrive in a rapidly evolving environment.</p>

*Prasad.B*  
9/6/18  
Prof. Prasad B. Iyer  
HoD-PPT &  
IQAC Coordinator

*[Signature]*  
9/6/18  
Dr. Vikram S. Patil  
Principal



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