

Date:	June 29, 2019
Convener:	Dr. Atul N Kemkar IQAC Chairperson
Time:	11:00 a.m. – 02:00 p.m.
Venue:	Seminar Hall

Minutes of the meeting:

1. Confirming minutes of previous IQAC meeting:


Prof. Leena V Ladge, IQAC coordinator, extended a warm welcome to all the members. The Minutes of fourth 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 NAAC accreditation findings:

Dr. Rajesh Kadu, NAAC coordinator presented the NAAC peer team visit assessment report. The report included observations about Qualitative Metrics. The remarks given for Criteria 1 and 2 by the Peer team during their visit were well appreciated by Dr. P. V. Parameswaran, Dr Sanjay Saraswat and Mr. S Srinivasan and for Criteria 3, they advised for more publications in good journals and also encouraged for taking up quality in-house projects where students can be involved. Dr. Saraswat offered to help the Institute for getting more industry projects. He gave suggestion that for product development, departments need to have strong Industry collaborations. He advised to work on innovation for designing new models and then present or publish or patent the work. Mr. S Srinivasan also recommended that the collaborative work can be carried out within Institute by involving students of different streams for inter-disciplinary & innovative product development.

For Criteria 4, the remarks regarding Infrastructure need to be addressed to work out ways so that we gather maximum points. It was observed that the remarks given for Criteria 5-6 and their grade points were conflicting. It was discussed that strategic




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planning, MoM of all committees & its effectiveness should have been presented in better a way for quantitative metrics. More stress should be given by IQAC for better documentation of all the processes. Dr. P. V. Parameswaran suggested that Rain water harvesting structures can be built and utilised in the campus.

Dr. Rajesh Kadu, also presented the comparison of Quantitative & Qualitative Key Indicators based on performance (GPA) which majorly focused on High Performance Key Indicators (3.01-4.0), Average Performance Key Indicators (2.01-3.0), Low Performance Key Indicators (0-2.0) of all the seven criterias. He also presented the comparison of Criteria based on Criteria Grade Point Average which indicated that grade points in Criteria 5,6,7 are relatively low (2.01-3.0).

Dr. P V Parmeshwaran, asked all Head of the departments to make a note of the points where Institute scored less marks and take necessary steps to improve from the coming academic year onwards.

3. Presentation of Annual report and major initiatives taken by the Heads of Departments and Section Incharges:

All Heads of Departments presented the Annual report of their departments, also highlighting the initiatives taken up by the department. Training and Placement Cell and Library reports were also presented by the respective incharges.

4. Filling of Annual Quality Assurance Report(AQAR) form:

Prof. Leena V Ladge, informed the members that the institution will have to submit the Annual Quality Assurance Report (AQAR) for each Academic Year to NAAC by end of September every year, starting from 2018-19. The report format will be available in NAAC portal in December every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or



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subsequent cycle's accreditation. Mr. S. Srinivasan suggested to have one IQAC meeting just before submitting this form so that the contents of the same can be verified. It was informed to members that the report is to detail the tangible results achieved in key areas, specifically identified by the IQAC. The AQAR period would be the Academic Year. (July 1, 2018 to June 30, 2019)

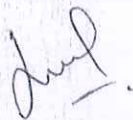
5. Discussion on various committees for the transparent mechanism of the Institution:

Prof. Sumitra Padmnabhan, detailed about faculty committees catering to various needs. She also informed that in due course of time, current list of committees will be restructured in case the roles & responsibilities of committees are overlapping or redundant.

6. Next IQAC Meeting:

It was decided to have the next IQAC meeting tentatively scheduled in the third/fourth week of September 2019.

The meeting concluded with vote of thanks proposed by Prof. Leena V Ladge.



Prof. Leena V Ladge

IQAC Coordinator



Dr. Atul Kemkar



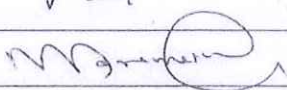
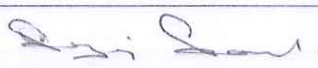
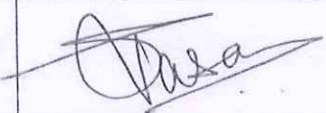
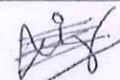
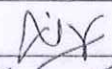

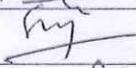
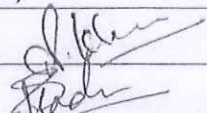
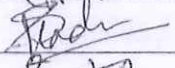
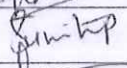
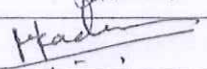


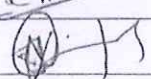
I/C Principal



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Internal Quality Assurance Cell Meeting

Date: June 29, 2019


NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Atul N. Kemkar	IQAC Chairperson , I/C Principal & HOD- Electronics & Telecommunication Engineering	
2.	Prof. Leena Ladge	Assistant Professor, Information Technology & IQAC Coordinator	
3.	Dr. P. V Parameswaran	Hon. Mentor, SIESGST	
4.	Prof. K Venkatramani	Management Representative	-
5.	Dr. Sanjay Saraswat - Vice President-India R&D, Airspan Networks	Industry Representative	
6.	Mr. S. Srinivasan - Head-Customer Relations, Siemens Healthcare Pvt. Ltd.	Parent Representative	
7.	Dr. Manasi M Karkare	Dean - Humanities & Applied Sciences	 Manasi 29.6.19
8.	Dr. Rizwana Shaikh	HOD - Computer Engineering	
9.	Dr. Lakshmi Sudha	HOD - Information Technology	
10.	Dr. Rupendra S. Nehete	HOD - Mechanical Engineering	
11.	Prof. Seema Khan	I/c - T&P Cell	
12.	Prof. Shubhangi Kadu	I/c - Examination Cell	
13.	Prof. Sumitra Padmanabhan	I/c - Students' Council	
14.	Dr. Rajesh Kadu	NAAC Coordinator	
15.	Mrs. V. Vijayalakshmi	Office Superintendent	
16.	Mr. Ramesh Bidi	Librarian	
17.	Mr. Saikrishna	I/c - Network Administration	
18.	Mr. Saurabh Prabhu - Research Analyst, Crisil Ltd.	Alumni Representative	-
19.	Mr. Nikhil Ambati	President, Student Council	-

20. Prof. Prasad B. Iyer

HOD - Printing & Packaging Technology

Prasad B. Iyer
29/6/19





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Action Taken Report on the decisions of the IQAC meeting held on June 29, 2019

To implement the decisions of the 5th meeting of the IQAC, the following actions were taken:

Sl.No.	Decision	Action Taken
1	Necessary steps for improvement based on NAAC accreditation findings	Scope of projects identified for paper publications/product development/patents etc. IQAC coordinating for better documentation by providing templates for various activities and academic related documentation.
2	Discussion on AQAR form filling	Necessary data is being gathered from all departments and section heads. AQAR form will be filled up by tentatively by October 15, 2019 and after verifying that data is correct and complete, form would be submitted before its deadline of Nov 15, 2019.
3	Discussion on various committees	Prof. Sumitra P would be studying the norms and policies of various Governing /Regulatory bodies and then restructure the present committees by August 01, 2019.
4	Next IQAC meet	Planned in advance by including it in Academic Calendar



Prof. Leena V Ladge

IQAC Coordinator



Dr. Atul Kemkar

I/C Principal




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