

<b>Date:</b>	November 21, 2020
<b>Convenor:</b>	Dr. Atul N Kemkar, Principal & IQAC Chairperson
<b>Time:</b>	11:00am - 12:30pm
<b>Venue:</b>	Microsoft Teams Meeting

Principal Dr. Atul N Kemkar, extended a warm welcome to all the members. He informed the members that Dr. Aparna Bannore and Prof. Prasad Iyer have taken additional charge as Vice Principals. He also introduced a new student representative, Mr. Prathamesh Patil, Student from TE, Printing & Packaging Department.

### Minutes of the meeting:

#### 1. Confirming minutes of previous IQAC meeting:

The Minutes of 9<sup>th</sup> IQAC Meeting conducted on June 27, 2020, along with the action taken report were presented by Prof. Leena Ladge. It was then approved by all the members.

#### 2. Discussion on initiatives taken:

Prof. Leena Ladge informed about various initiatives taken by the Institute since July 2020 which are listed as below.

- Implementation of ERP Software "JUNO" for all Academic and Administrative activities.
- Student Feedback and analysis of the same.
- Conduction of practical sessions using IIT virtual lab.
- Coursera Campus - 689 students enrolled and 453 completed the course.
- Conduction of Online Parents Teachers Meet by all the departments on Oct 03, 2020.
- Successful Conduction of SEM VIII online examinations.



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Graduate School of  
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## Minutes of the Meeting INTERNAL QUALITY ASSURANCE CELL

- Development of Incubation Center - Two Brainstorming sessions conducted on October 24, 2020 and Nov 07, 2020. Also Vision Statement and Policy (based on the guidelines of AICTE-NISP) are framed.

### 3. Reviewing Self-Study Report (SSR) data for NAAC submission:

Prof. Sumitra P presented highlights of Self-Study Report data required to be submitted to NAAC for reassessment.

### 4. Submission of AQAR for AY 2017-18 and AY 2019-20:

Hon. Advisor, Dr. P. V. Parameswaran informed Prof. Prasad Iyer and Prof. Sumitra Iyer to coordinate with Prof. Leena Ladge for the completion of AQAR for AY 2017-18 and 2019-20.


### 5. Review of Strategic Plan:

Strategic Plan was presented by Prof. Prasad Iyer and Prof. Sumitra Iyer. Following Seven Strategic Goals and Strategic Objectives under each of them were discussed.

1. To enrich curriculum
2. To incorporate a digital platform to improve the teaching-learning process
3. To encourage research and consultancy, industry-institute interaction and entrepreneurship activities
4. To strengthen alumni engagement and enhance the student experience
5. To enhance contribution towards society and the environment
6. To initiate new courses at UG and PG level
7. To formulate development plans to improve the overall quality of the Institute

Prof. Venkatramani gave suggestions on how to update the deployment documents. Mr. Saurabh Prabhu highlighted that for Goal 4, Alumni Cell have launched the beta version of Alumni Student Mentorship Portal and currently taking feedback from



  
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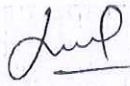


Alumni on streamlining the on-boarding process. Hon. Advisor Dr. P. V. Parameswaran appreciated the points covered under the Strategic Plan.

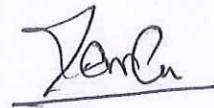
### 6. Any other matter (if any) with the permission of the Chair:

Mr. Srinivasan suggested to organize certain soft skills sessions like Email etiquettes, Presentation skills, Professional written communication, Grooming and verbal communication which would help students from placement perspective.


Dr. Aparna Bannore, Vice Principal, proposed vote of thanks and the meeting was concluded.



Prof. Leena V Ladge  
**IQAC Coordinator**



Dr. Atul Kemkar  
**Principal**



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### Internal Quality Assurance Cell Meeting

Date: November 21, 2020

NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Atul N. Kemkar	IQAC Chairperson & Principal	Present
2.	Dr. Aparna Bannore	Vice Principal & HOD – Computer Engineering	Present
3.	Prof. Prasad Iyer	Vice Principal , HOD- Printing & Packaging Technology &	Present
4.	Dr. Manasi M Karkare	Dean – Humanities & Applied Sciences	Present
5.	Dr. Rupendra S. Nehete	HOD – Mechanical Engineering	Present
6.	Dr. Preeti Hemnani	HOD – Electronics & Telecommunication Engineering	Present
7.	Dr. Lakshmi Sudha	HOD – Information Technology	Present
8.	Prof. K Venkatramani	Management Representative	Present
9.	Dr. P. V Parameswaran	Hon. Advisor, SIESGST	Present
10.	Dr. Sanjay Saraswat - Vice President- India R&D, Airspan Networks	Industry Representative	Present
11.	Mr. S. Srinivasan - Head-Customer Relations, Siemens Healthcare Pvt. Ltd.	Industry Representative	Present
12.	Mr. C. Subramaniam HR President, Siyaram's Silk Pvt. Ltd.	Parent Representative	Absent
13.	Mr. Saurabh Prabhu – Research Analyst, Crisil Ltd.	Alumni Representative	Present
14.	Prof. Seema Khan	I/c – T&P Cell	Present
15.	Prof. Shubhangi Kadu	I/c – Examination Cell	Present
16.	Prof. Sumitra Padmanabhan	Accreditation Coordinator & I/c – Students' Council	Present
17.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	Present
18.	Mrs. V. Vijayalakshmi	Office Superintendent	Present
19.	Mr. Ramesh Bidi	Librarian	Present
20.	Mr. Saikrishna	I/c – Network Administration	Absent
21.	Mr. Prathamesh Patil	Representative, Student Council	Present
22.	Prof. Leena Ladge	IQAC Coordinator	Present



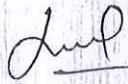
  
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### Action Taken Report on the decisions of the IQAC meeting held on November 21, 2020.

To implement the decisions of the 10<sup>th</sup> meeting of the IQAC, the following actions were taken:

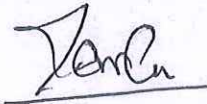
Sl. No.	Decision	Action Taken
1	Self-Study Report (SSR) data for NAAC submission	Uploaded all the data. First Year admission data pending.
2	Submission of AQAR for AY 2017-18 and AY 2019-20	Both qualitative and quantitative data entry and data verification for AQAR 2017-18 is complete. Both qualitative and quantitative data entry and data verification for AQAR 2019-20 is complete. KT result data is pending as results are awaited.
3	Strategic Plan	Deployment documents prepared for the year 2018-19 and 2019-20.
4	Alumni Portal App	Alumni student team has been formed to reach across alumni from different branches.
5	Incubation Center	AS instructed by NISP, 3 <sup>rd</sup> Brainstorming session was conducted on Dec 29, 2020. Policy has been made and sent for the approval of higher authorities.



Prof. Leena V Ladge

**IQAC Coordinator**

December 31, 2020.



Dr. Atul Kemkar

**Principal**



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