Date:	October 19, 2019
Convenor:	Dr. Atul N Kemkar, I/c Principal & IQAC Chairperson
Time:	10:30 a.m. – 01:00 p.m.
Venue:	Seminar Hall

Minutes of the meeting:

1. Confirming minutes of previous IQAC meeting

The Minutes of sixth IQAC Meeting conducted on September 21, 2019, was presented by Prof. Leena Ladge, to all the members along with the action taken report. The same was approved by all the members.

2. Discussion on Qualitative data of Annual Quality Assurance Report (AQAR) form

Prof. Sumitra P. informed about the data requirements for the AQAR portal and the structure of form required to be uploaded. Further Prof. Prasad .I and Prof Sumitra P. presented the criteria wise qualitative data required for AQAR.

In criterion 1, Dr. P.V. Parameswaran suggested strengthen the mentor-mentee scheme. It was also informed that the departments should plan for various value added & certificate courses and the details of the same to be discussed with Dr. P.V. Parameswaran.

In criterion 2, it was discussed to have self improvement feedback, to be taken by mentors for betterment of the existing mentoring system. Dr. P.V. Parameswaran suggested including in Student Satisfaction Survey, the quality check for Lab infrastructure, laboratory experiment and question papers. It was further proposed by the Hon. Advisor that the quality check of question papers is necessary to ensure the optimal structure of examination papers to test the different cognitive skills of students. Dr. S. Saraswat advised to take up for BE Project, the problem statements

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which have immediate relevance to the industry. He also suggested that faculty members can allocate the projects based on their research area in which case students' interests can be aligned and work can be progressive. Mr. Tejas K. suggested that project ideas can be collected together from faculty / Alumni / Industry, prior to allocation where students can research and prepare the tentative solution for the same. As regards the innovative teaching requirements of criteria 2, Prof Sumitra.P emphasised on creating portal and repository for storing video lectures and e -learning content prepared by the faculty members. Dr. P.V. Parameswaran insisted on developing MIS for Library system for providing online assistance to students.

In criterion 5, to strengthen the student support and progress, it was discussed to enhance alumni activities. Dr. S. Saraswat suggested using Linkedin Channels for finding star alumni and this obtained data can be published on website. He also recommended utilizing WhatsApp groups/Instagram for effective and fast communication. Mr. Saurabh P. requested to get the data of students gone for higher studies. He also suggested including one member from each department to be included in the Alumni committee.

Regarding Research & Development, it was discussed that faculty members should focus more and work effectively to enhance the research activities.

Dr. S. Saraswat suggested finding the areas based on quantitative data where Institute performs exceptional and then frame/modify the essays. Mr. Saurabh P. suggested that faculty members can write blogs regularly on current technology.

All the heads of department were asked to submit the data regarding Parent Teachers Association (PTA) activities which have benefited the Institute and students like sponsoring student led activities, Instituting awards,, Internships or projects/placements to students etc. It was further informed to encourage students

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to become members of professional student chapters which could help students to hone their skills.

Following suggestions were given by the IQAC members regarding the best practices followed in the Institute which is required in Criterion 7 of AQAR such as GST Developer Program, Portal Companion Innovative Project, Conduction of FE Induction, Mechanism for Tracking of Failures, alumni entrepreneurs and Alumni choosing Careers in Diverse fields.
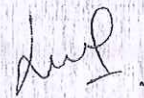
3. Any other matter discussed.

Institute Level Committees: It was decided that committees would be updated whenever there is a necessity.

4. Next IQAC Meeting:

It was decided to have the next IQAC meeting tentatively scheduled December'19/January'20 with the purpose of monitoring the progress of all the departments during the first semester of Academic Year 2019-20.

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: October 19, 2019

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

2'. Prof. Katyayani T.   Special Invitee.

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Action Taken Report on the decisions of the IQAC meeting held on Oct 19, 2019

To implement the decisions of the 7th meeting of the IQAC, the following actions were taken:

Sl.No.	Decision	Action Taken
1	Updation in Student Satisfaction Survey(SSS)	Inclusion of quality check for Lab infrastructure, laboratory experiment and question papers in SSS will be done by Prof. Sumitra P.
2	Quality check of question papers	Prof. Shubhangi K and prof. Leena Ladge will conduct the session to convey the guidelines for AICTIE regarding Exam Reform in order to enhance the quality of Question papers.
3	Creating portal and repository	For storing video lectures and e -learning contents prepared by the faculty members, portal and repository will be designed by Prof. Sumitra P.
4	Information of Students pursuing Higher studies.	Mr. Saurabh Prabhu was asked to collect the details of Students/ alumni pursuing Higher studies.
5	Modification in essays in AQAR form	As per the suggestions given by Dr Saraswat, based on quantitative data, the AQAR essays needs to be improved to bring out the areas where the Institute is performing exceptionally well.
6.	Submission of AQAR form	AQAR form was submitted to NAAC on November 14, 2019.

Prof. Leena V Ladge

IQAC Coordinator

Dr. Atul Kemkar

I/C Principal

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