

<b>Date:</b>	September 21, 2019
<b>Convenor:</b>	Dr. Atul N Kemkar, I/c Principal & IQAC Chairperson
<b>Time:</b>	11:00 a.m. – 12:30 p.m.
<b>Venue:</b>	Seminar Hall

Dr. Atul N Kemker, I/c Principal extended a warm welcome to all the members. Prof Leena V Ladge informed the members about the few changes in the constitution of IQAC from Academic Year 2019-20. Mr. S Srinivasan, who was earlier the parent representative is now included as an Industry Representative, Mr. C. Subramaniam shall be the new Parent member, Prof. Aparna Bannore has taken charge as Head of the Department of Computer Engineering (CE), Prof. Prasad B Iyer and Prof. Sumitra Padmanabhan, are given the charge of NAAC activity and Mr. Tejas Kulkarni is President, Student Council.

### Minutes of the meeting:


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

The Minutes of fifth IQAC Meeting conducted on June 29, 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 Initiatives undertaken

Prof. Leena V Ladge presented the various initiatives taken by IQAC which included Weekly Monitoring of Students' Attendance, Syllabus Completion report, Internal Assessment Report and Updation of faculty handbook (with inclusion of Details of Remedial Lectures taken, Record of Mentor-Mentee Meeting, Record of Student Counseling, Project Evaluation/Termwork, Performance Appraisal – Direct Teaching). It was also informed that Faculty meeting was conducted on August 19, 2019 where Prof. Prasad Iyer discussed the changes and resolved the queries of faculty members.



  
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Some initiatives taken by Departments/Sections were also informed to the members. Prof. Aparna Bannore, informed that CE Department has planned the conference in March 2020. Dr Atul Kemkar shared that Prof. Shishir Jagtap from EXTC department has filed for a Patent on "A Compact Microstrip MIMO Antenna Using Diversity Techniques". It was informed by Dr. Lakshmi Sudha that three Certification courses, two Consultancy Projects -'Document gathering app' & 'Queue management app ' and two Live projects titled "Intelligent Document handling system" (being developed for the SIESGST office) & "Educational Management System" (being developed for the college) have been undertaken by Department of Information Technology.

In Printing & Packaging Technology, Prof. Prasad Iyer said that two Industry Experts are conducting lectures as visiting faculty. The PPT Department hosted Idealliance South Asia's prestigious G7 Expert / Professional Level training in collaboration with PAPER Academy on August 24-26, 2019 and one faculty Prof. Gaurav Fasate from the department got certified as a G7 Expert. Few students are also undergoing internships in the weekends. Dr. Nehete informed that innovative projects have been allocated to Final students of Mechanical Engineering. For Humanities & Applied Sciences, Dr. Manasi Karkare shared that the Department conducted five days Induction Program, Course on "Universal Human Values" one hour per week, one extra lecture per subject per week, Google Quiz for every subject, Google classroom for academic purpose for First Year Engineering. Mr. Ramesh Bidi highlighted the initiatives undertaken by Library such as Remote access facility to IEEE journals (faculty only), Checking of Library catalogue (in mobile too), circulation history & suggestion/recommendation of books to library remotely, Collecting feedback through Google form/docs (students/faculty).



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### 3. Approval of Institute Objectives

Following Institute Objectives for Academic Year 2019-20 were discussed and approved by the members.

- 1) *To qualify for platinum category grade in AICTE-CII survey.*

Mr. Saurabh Prabhu, Alumnus, suggested that more alumni members to be inducted to conduct activities involving Industry expertise. In order to facilitate the strong alumni network, exclusive alumni portal to be created.

- 2) *To conduct at least two approved technical audit courses by each department and two non-technical audit courses by the Institute.*

The designed curriculum for the course to be conducted, would be duly approved by the IQAC .

- 3) *To carry out at least one consultancy project with Industry and/or one in-house development of modules as a solution to Institute requirements.*

The members of Department Advisory Board can play a major role to guide and help us to identify the company/project.

- 4) *To conduct at least one Training session for Industry by the faculty members of each department.*

It was suggested that through industry-institute interactions more contacts can be established with the start-up companies/industries, micro, small & medium-scale companies can be identified.

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

As discussed in previous meeting, AQAR form needs to be submitted to NAAC through IQAC by November 15, 2019. It was informed by Prof. Prasad Iyer and Dr. Rajesh Kadu that 80% of data has been collected, descriptive data is prepared and AQAR form would be completely filled up by October 15, 2019. It was then suggested by Prof. Venkatramani and Mr. S. Srinivasan to have a special IQAC meeting before its submission for validating and verifying the contents.

### 5. Approving of various Institute Level Committees:



  
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The list of various committees was presented before the members. It was suggested by Prof. Venkatramani that some changes are required as per the UGC/AICTE norms in the mandatory committees. Other internal committees were unanimously approved. He also suggested that, wherever possible it would be prudent to include student members.

### 6. Any other matter discussed.

- 1) *Sponsorship policy for faculty pursuing PhD*: It was decided that the existing policy would be reviewed and decision can be taken in next IQAC meeting.
- 2) *College Website*: Present college website is being revamped and same is under progress.
- 3) *Regarding results of students*: Dr. P.V. Parmeswaran expressed his concern about the number of drop out students and suggested to track their results and reduce number of drop out students by taking remedial measures.

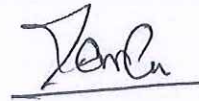
### 7. Next IQAC Meeting:

Since the AQAR form filling would be completed by October 13, 2019, it was decided to have the next IQAC meeting tentatively scheduled on October 19, 2019 with the purpose of verification of AQAR contents and undertake suggestions from all the members.

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



Prof. Leena V Ladge  
**IQAC Coordinator**




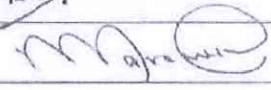

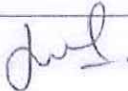

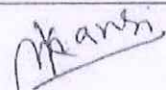


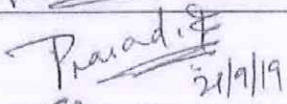

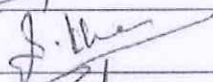
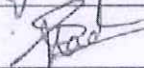
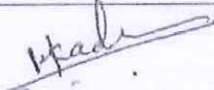


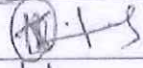
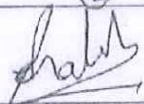

Dr. Atul Kemkar  
**I/c Principal**



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## Internal Quality Assurance Cell Meeting

Date: September 21, 2019

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




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### Action Taken Report on the decisions of the IQAC meeting held on Sep 21, 2019

To implement the decisions of the 6<sup>th</sup> meeting of the IQAC, the following actions were taken:

Sl.No.	Decision	Action Taken
1	Institute Objectives for Academic Year (AY)2019-20	All the departments are asked to prepare the action plan and its tracking for the Institute Objectives for AY 2019-20.
2	Filling up the AQAR form	Form divided in two sections-Qualitative & Quantitative. 90% of data is available for Quantitative. Qualitative data has been prepared & will be opened for further discussion during the next IQAC meeting.
3	Changes in mandatory committees	Changes have been done in Mandatory Committees as suggested by the members during the meeting.
4	Sponsorship policy for faculty pursuing PhD	Under process
5	College Website	Work is in progress for adding
6	Results of Students	As per the instructions by Dr P V Parameswaran, all the faculty members prepared the data for failures in their subjects taught in AY 2018-19. Prof. Sumitra P prepared the statistics for the drop-out and failure students from all the departments. All HODs and subject coordinators have planned remedial lectures for these students for various subjects.

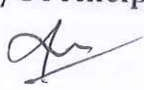
  
Prof. Leena V Ladge

**IQAC Coordinator**

  
Dr. Atul Kemkar

**I/C Principal**



  
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