



INTERNATIONAL CENTRE OF EXCELLENCE IN ENGINEERING AND MANAGEMENT

DTE CODE 2516

Date :-13/10/2017

ICEEM-Internal Quality Assurance Cell (IQAC) Minutes of Meeting-1

The first meeting of IQAC is conducted under the chairmanship of Director Dilip Gour on 13/10/2017. The meeting started by welcoming all the members of IQAC by the Coordinator Mr. Hemant Jadhav.

Sr No.	Name	Designation	Signature
1	Prof. Dilip Gour	Chairman	
2	Mr. Ramakant Pulkundwar	Management nominee	
3	Mr. Shrikant Joshi	Industry nominee	
4	Mr. M.A. Maroof	Member	
5	Mr. Sanjay Deshmukh	Member	
6	Mr. Ashok Hajgude	Member	
7	Mr. Pranav Bansode	Member	
8	Mr. Anand Humbe	Member	
9	Dr. Amol Murgai	Member	
10	Mr. Hemant Jadhav	IQAC Coordinator	

As per the agenda Following points were discussed and resolved

1. **Presentation of 1st Semester Report by the IQAC coordinator Mr. H. L. Jadhav**

IQAC of the college was established on 5/7/2017 and it played a significant role establishing the processing for providing conducive atmosphere for academic and research activity. IQAC coordinator Mr. H. L. Jadhav has elaborated the aims & objectives of the IQAC & presented the semester report. All HODs strictly monitored the academics as per the academic calendar/Time table/Syllabus Coverage Schedule. All HODs have reported the syllabus status of respected departments to the IQAC coordinator, in the prescribed format as per schedule.

IQAC has conducted the Academic Audit once in this semester on 25/9/2017 to check the learning process, structures & methodologies of operations and learning outcomes. Through these audits the IQAC has checked the overall result analysis, planned goals and achievements of IQAC.

The audit of various departments is based on performance of the department and it is measured and calculated in the form of points as given in table below.

Table 1: Audit Result of 1st Semester, A.Y. 2017-18:

Sr. No.	Department	HOD	Average Score of Audit (Out of 150)
1	Electronics & Telecommunication Engineering	Mr. H.L. Jadhav	140
2	Computer Science Engineering	Mr. A. B. Hajgude	141
3	Civil Engineering	Mr. P. P. Bansode	138
4	Mechanical Engineering	Mr. S. M. Deshmukh	139
5	MBA	Mr. M.A. Maroof	140

2. NAAC Accreditation

As discussed & decided in previous meetings of IQAC, the college is preparing for NAAC accreditation. Review of NAAC work progress was taken by NAAC coordinator, Dr. Amol Murgai. An in-charge was allotted to each criteria & the criteria in-charge presented the progress report & raised the doubts about NAAC procedures. Director Dilip Gour emphasized the importance of NAAC for improving the quality of education.

3. New Digital Classroom

The members were made aware of models in ICT learning mode and it was decided to organize a lecture in this area. Different time slots were allotted to all the Departments where in they were expected to make a power-point presentation of their department's strengths, achievements, best Practices and future plans. Mr. Sanjay M. Deshmukh has advocated that in coming session, we could create three digital classrooms with all necessary ICT equipments.

4. Discussion regarding teaching plans and daily report

It was resolved that, all the teachers are required to maintain the daily report provided by the college. Further it was resolved that, the teachers should submit their teaching plans in the beginning of each semester.

5. Ratification of various committees & its roles and responsibilities

IQAC ratified & approved academic and administrative committees & their roles and responsibilities viz Annual Cultural and Sports, Seminar, Students association, Examinations, Scholarships, Purchase, Discipline, Hostel management, Admissions, Training & Placement, Library, Committee for SC/ST, Women Cell, Grievance redressal Committee, Anti-ragging committee, OBC cell, Internal Compliant Committee, Minority cell etc.

6. Enhancement of academic results

Academic results of exams conducted by Dr. BAMU Aurangabad in M/J 2017 was discussed. All the HODs are instructed to convey the Faculty to take extra efforts for increasing result of his/her subject particularly at 2nd year & 3rd year level. Further it was resolved that Remedial classes be arranged in a planned & regular manner for the laggard section of students for weak subjects.

7. Strengthening training and placement cell

Mr. H. L. Jadhav updated the placement activities and updates. It was decided to strengthen the placement cell through career oriented training to the students.

8. Role and responsibilities of Guardian Teachers

Mr. Ashok Hajgude was of the opinion that overall mentoring of students is needed which is a regular process in our institute. For this, he suggested some changes in earlier process of nominating Guardian Teachers (GT) and more number of students be allotted to senior teachers. All the HODs are informed to follow at the Departmental level.

9. Make Innovative Projects

The head of institute Prof. Dilip Gour asked and encouraged teaching staff to undertake Research at the individual or collective level. Further resolved that different innovative, socially aided projects are made.

10. Annual Exam Planning

The IQAC members and the entire faculty unanimously decided and planned for the smooth conduct of University Examination Nov/Dec 2017 like Practical Exam, Oral Exam and written exams. All the Jr. Supervisors / Appointed Sr. supervisor and non-teaching staff were instructed regarding exam rules and the procedure for impartial and regular exam.



IQAC Coordinator