



**Progressive Education Society's
Modern College of Engineering
Shivajinagar, Pune-5**

INTERNAL QUALITY ASSURANCE CELL

IQAC Meeting No. 21

Date: - 05/06/2018

CIRCULAR

Sub: - IQAC Meeting No.21- Intimation to the members of IQAC

The meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 11th June, Monday, 2018.

Venue: Board room, First floor, P.E.S's M.C.O.E. at 3.00 pm.

You are requested to kindly make it convenient to attend the same. The agenda for the meeting is as follows:

1. Academic and activity planner
2. Audit courses activities
3. Adjunct faculty/ visiting faculty in departments.
4. ED cell and III activities
5. Infrastructure and Central facilities maintenance
6. Stationary and stock verification.
7. DSR Audit.
8. Website updation.
9. Earn and Learn scheme
10. Any other point with the permission of Chair.





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IQAC meeting no.21 minutes

11/06/2018

Meeting of IQAC was held on 11th June, Monday 2018 at Board Room at 3.00 pm.

The following members were present:-

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|------------------------------------|--------------------------|
| 1) Prof. Dr. Mrs. K. R. Joshi | 10) Prof. S.N. Chaphekar |
| 2) Prof. S. S. Deshmukh | 11) Ms. Gargi Bhosale |
| 3) Prof. Dr. Mrs. Kalyani Srinivas | 12) Mr. Anil Heremath |
| 4) Prof. Dr. S.A. Itkar | 13) Ms. Saloni Singade |
| 5) Prof. Dr. N. R. Kulkarni | 14) Mr. Varad Pawar |
| 6) Prof. Dr. Mrs. R. S. Kamathe | 15) Mr. A.T. Bangale |
| 7) Prof. Dr. Mrs. V. B. Sangvikar | 16) Dr. Seva Panda |
| 8) Prof. Dr. Mrs. L. N. Rajopadhye | 17) Mr. Milind Doke |
| 9) Prof. Dr. B. D. Phulpagar | |

Prof. Mrs. S. D. Deshpande, Prof. Mr. S. Y. Bhosale, Prof. Mrs. V. V. Khatavkar, Mr. D. D. Gangurde and Mrs. Madhavi Belsare communicated their inability to attend the meeting.

The following points were discussed and decisions taken in the meeting

IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held on 12th March, Monday 2018.

1. DAB meetings

Decision - DAB meetings were conducted at departments.

2. Usage of ICT

Discussion- Discussion on existing use of ICT in teaching-learning and administration completed.





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3. Review of research activities

Discussion - Review of research activities done and further plans discussed.

4. Professional society membership details.

Decision – Professional society membership details reviewed for renewal of subscription and activities.

5. Review of new purchase - book, journal, E-Resources

Decision–Library purchases requisitions received from departments were reviewed for the purchases.

6. Planning of Facilitation center arrangement

Discussion - It was discussed that the institute shall seek to have a facilitation center for the centralized admission process for A.Y.18-19.

7. Preparation for ARC

Decision -ARC duties scheduled and informed to respective staff.

8. Book exhibition activity.

Decision- Book exhibition activity conducted successfully at library.

9. Review of all club activities.

Decision - All club activities conducted during A.Y. 2017-18 were reviewed for execution as per planned calendar.

IQAC coordinator outlined the action plan of the agenda for the IQAC meeting held on 11th June, Monday 2018.

1. Academic and activity planner

Action Plan- Institutional Academic activity calendar to be submitted to all departments. Departmental Academic Activity Planner should be prepared and submitted.





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2. Audit courses activities.

Action Plan - Audit courses activities to be properly planned and executed.

3. Adjunct faculty/ visiting faculty in departments.

Action Plan- Records of adjunct faculty/ visiting faculty to be reviewed.

4. ED cell and III activities.

Action Plan - Discussion on all activities under ED cell and III cell.

5. Infrastructure and Central facilities maintenance.

Action Plan- Maintenance and AMCs to be reviewed for other facilities like water filter, batteries, gardening, plumbing, furniture etc.

6. Stationary and stock verification

Action Plan- Stationary and stock verification to be done.

7. DSR audit

Action Plan -DSR verification to be done and an audit report is to be submitted to the Audit committee

8. Website updation

Action Plan -Website data to be checked and updated till the last activity conducted in the end of semester

9. Earn and Learn scheme

Action Plan - Earn and Learn scheme to be executed under Vidarthi Kalyan Manch.

Veron

CHAIRPERSON IQAC

c. Kalyani Shivnivas

IQAC COORDINATOR

