



MINUTES OF MEETING

Meeting Name:	Internal IQAC meeting		
Date of Meeting	3/7/2021	Time:	2:30pm
Minutes Prepared By:	Ananthalakshmi V	Location	Virtual
Meeting Agenda : 1. To discuss activity plan for IQAC calendar 2. Approval of IQAC manual			
Present Members: Prof B N Chaudhari, Dr Pooja Raundale, Prof Manish Parmar, Prof Pallavi Thakur, Prof Pramod Bhide, Prof Rupali Sawant, Prof Ananthalakshmi			
Topics	Discussion		
1. Presentation of IQAC Activities planned for next semester	Prof Pooja Raundale presented the IQAC activity plan for next semester / academic year 22-22 and celebration of various events during the next semester. Also discussed the IQAC manual prepared by Prof Ananthalakshmi Internal and academic audit timelines were also discussed		
2. Principal Comments	Dean, IQAC to coordinate with Dean (Academics, student affairs and R & D) to ensure targets are met Appraisal, Mentoring, Audit and Accreditation to be the focus areas for IQAC team Appraisal : <ul style="list-style-type: none">Self appraisal document submitted by IQAC team in Jan 21 to be finalized and presented before IQAC team on 7th July, 2021. 360^o feedback to be a subset of self appraisal process Mentoring : <ul style="list-style-type: none">Manual on Mentoring process prepared by Dr Rita Das and Mrs Ananthalakshmi to be reviewed in weeks time. Manual resent by Mrs Ananthalakshmi Audit : <ul style="list-style-type: none">Internal audit of last academic year to be completed over the next two weeks before commencement of next academic yearTwo or three senior professors of each department to conduct the audit. Exte department to conduct audit of Electronics department, Computers department to conduct audit of IT, IT department to conduct audit of MCA and IT and MCA department to jointly conduct audit of Computers departmentAcademic audit to be conducted domainwise by two experts virtually. Individual faculty to interact one to one with the experts for better understanding. Audit of question papers also to be carried out alongside. Audit to completed by end of July.Prof Pooja Raundale to discuss existing domain segregation with all HoDs explore if additional domains are required for existing courses		



B. Chaudhari

- Existing templates for internal and academic audit to be shared with Principal for review and suggestions

Accreditation :

- Target date for filing of application for NAAC by Dec 2021.
- Aim should be to score A+ grade so that autonomy is extended for another six years
- Annual report of IQAC for AYs 20-21 and 19-20 to be prepared

Miscellaneous

- Internal IQAC members to continue.
- Among the external members, Dr Daruwalla and Prof Katchi to continue. Two other experts from engineering background to be added. Some suggestions given by Principal were Prof Sutaone, Dy Director, C.O.E.P, Dean, Academics, C.O.E.P, or senior professors from Ramdeve Baba College of Engineering or Walchand college of engineering.
- IQAC activities to be prioritized in the following order : Audit, Juno Implementation and NAAC accreditation

Raundale
IQAC
Co-ordinator
S.P.I.T. Mumbai



Shandhai

Dr. Pooja Raundale

Principal



Shandhai